

HTML

USER MANUAL

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1 Preface

This preface describes the document. The preface contains the following sections:

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1.1 Purpose of this Document

The purpose of this document is to provide the fundamental skills necessary to productively use the site owner control panel. This document contains descriptions of definitions used in the system as well as in this document and a functional usage guide for the site owner control panel. This document is designed to provide a comprehensive, step-by-step introduction to each of the functions of the site owner control panel.

1.2 Assumptions

This guide assumes you are using a mouse. At times, based on personal need or circumstances beyond your control, you may need to use the keyboard.

It is assumed you are using a right-handed mouse, so the left button is the primary button. When asked to click or double click, you should use the left mouse button. If you are left-handed use the Control Panel in Windows to reverse the primary key to the right mouse button. Refer to the Microsoft Windows documentation for additional information.

The Site owner control panel is clear and simple to operate. You do not need to learn confusing concepts or possess any additional technical skills to work with the site owner control panel. Of course, you will need to be familiar with the graphical user interface and web browser. However, if you're not accustomed to working with a web browser, mouse, windows, icons, and the other elements of a graphical environment, refer to the tutorial or reference manual for your operating system.

2 About HTML Editor Module

HTML module is a basic HTML Editor with all the functions available to create HTML content. You have three window options available to select from: Normal View, HTML view and Preview. RapidVector also allows the administrator to add any module which is available in another page of the site. For example, if you have added the testimonial module in a page, you can duplicate it on a different page through the HTML module. It allows non-technical users and author to manage HTML content as easily as writing a document. Users can seamlessly format text, set hyperlinks, build tables and insert images, Flash, documents, etc.

The HTML can work in two interfaces: **User Interface** and **Admin Interface**. In User interface, the user can only view content added by admin. In order to set HTML Editor you should have admin rights.

3 Admin Interface

This chapter describes the **HTML Module – Admin Interface** from the perspective of operational and functional use. You can add basic text content in the HTML module with proper formatting, which is available in HTML.

The chapter includes the following sections:

Section	Page
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3.1 Add HTML Module

To add the **HTML** module to the website:

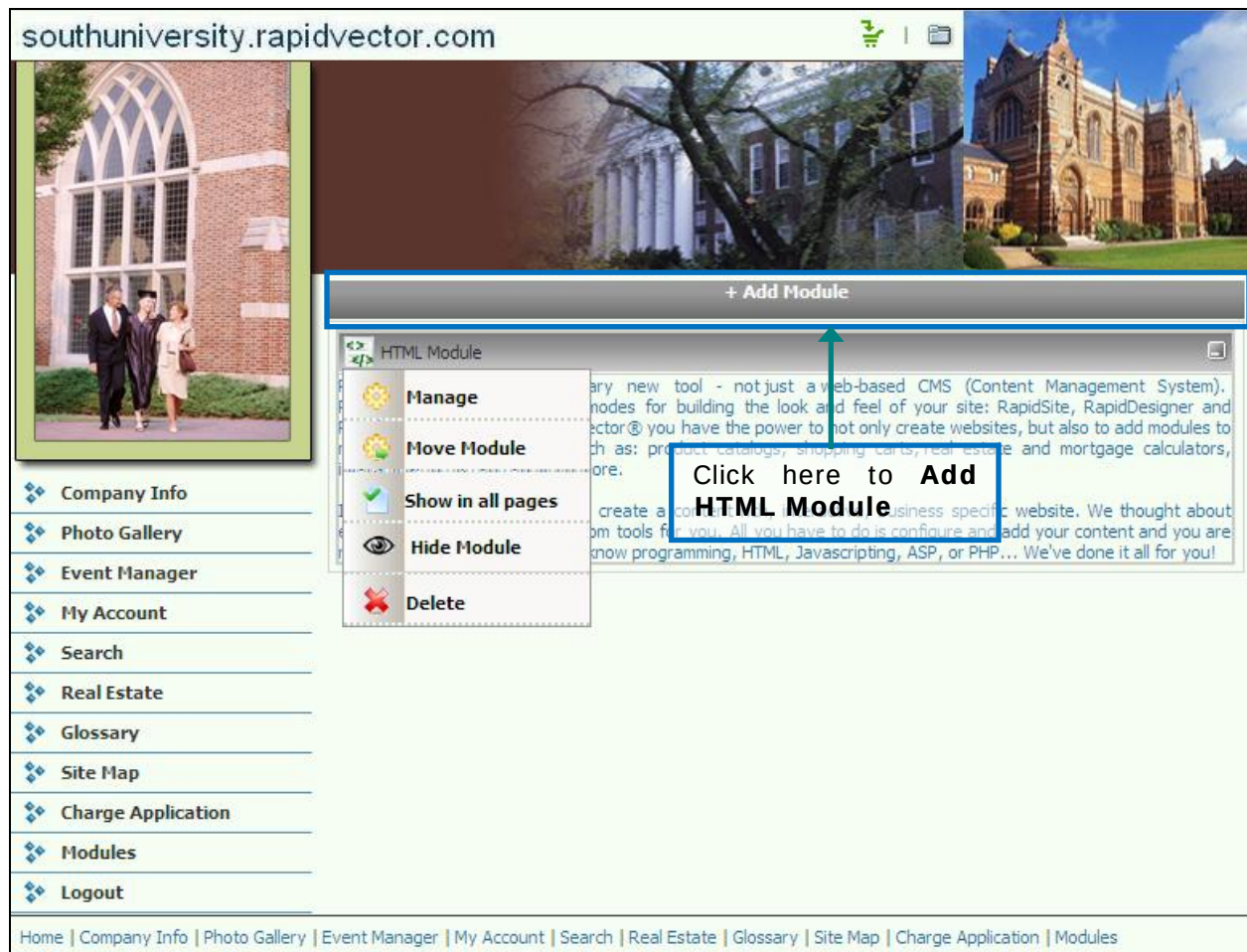


Figure 1 – Add Module

- Click on **Add Module** button. **Add Module** screen will open

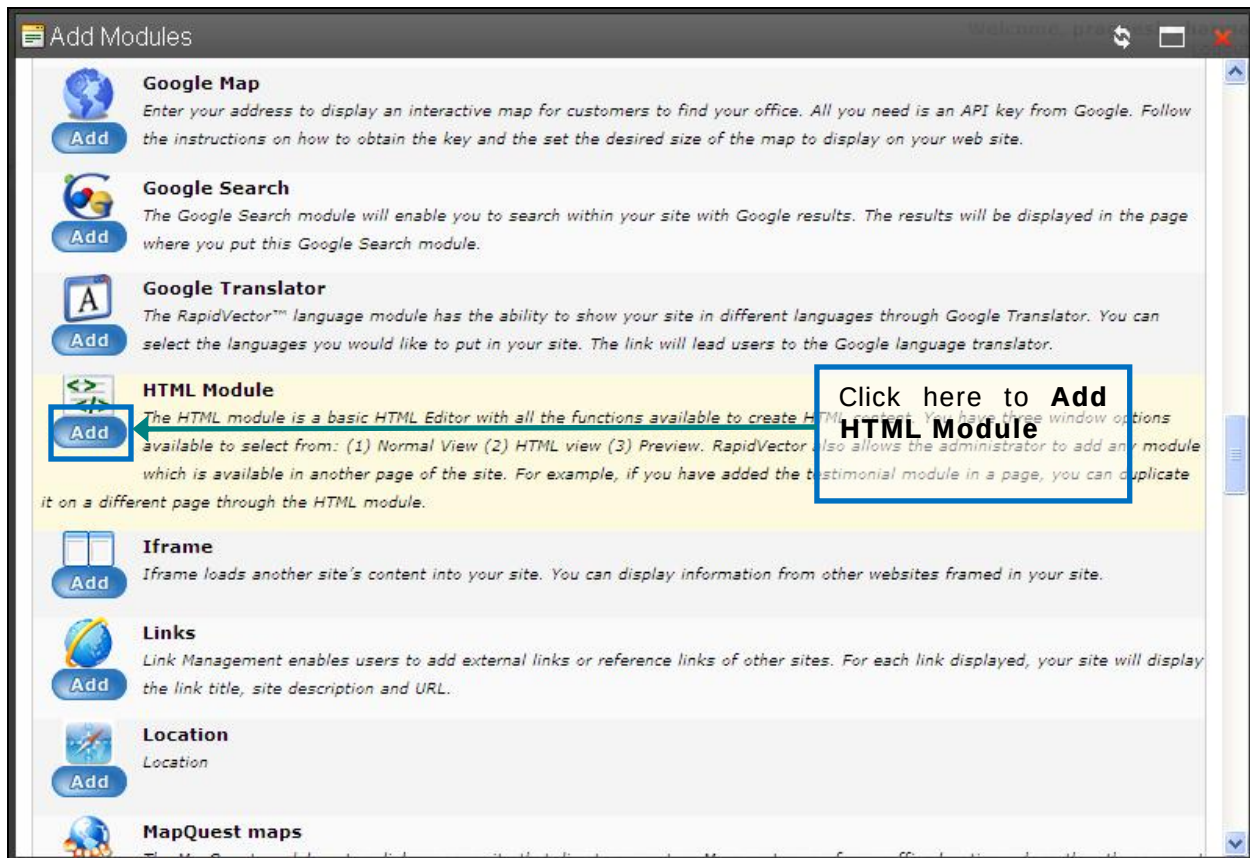


Figure 2 – Add HTML Editor Module

- Click on **Add** button to add module to the page
- Once you add the module to the page, mouse-over the HTML icon. Module Functions list will appear.

Note:
HTML module is frequently used modules. It is on the top of the list for Quick Selection.

3.2 Publish Module

Click on  **Publish Module** button from the dropdown list to publish module. Only once you have published the module, will it then be visible on the user side. After publishing the module  **Publish Module** button will not be available in the dropdown list.

3.3 Manage Module

Click on  **Manage** button from the dropdown list of **HTML** module. **HTML Module Management** screen will open. Manage module allows admin to add, edit or delete various portion of text or parameters. You can view current published version content in the HTML Editor. If you are using **HTML** module for the first time, it will open with blank HTML Editor and only Select module button would be shown.

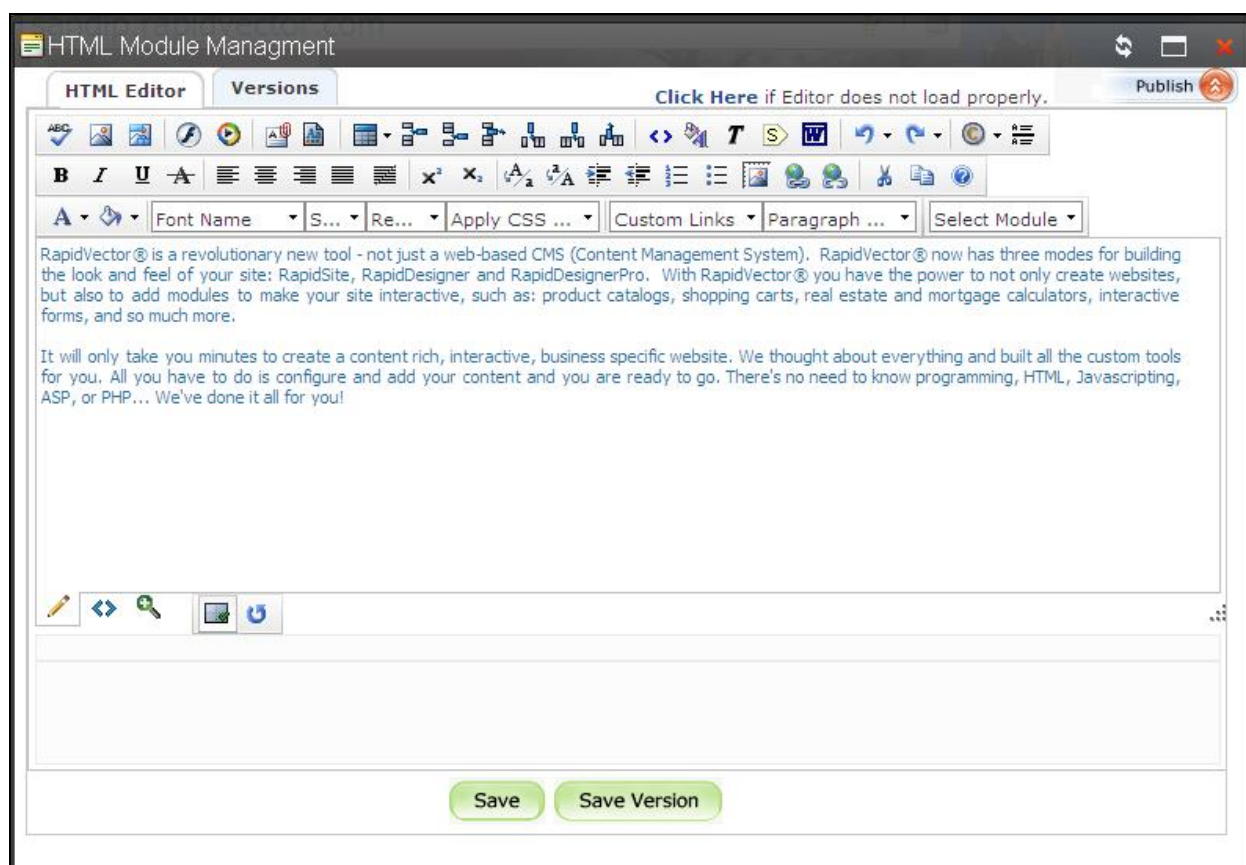


Figure 3 – HTML Editor

Note:

- Please refer to “[Section: 3.8 - HTML Editor Views](#)” for more details on HTML Editor view
- Please refer to “[Section: 3.9 - Inspectors](#)” for more details on inspectors
- Please refer to “[Section: 3.10 - Toolbar Buttons](#)” for more details on tool bar

- Please refer to “**Section: 3.11 - Versions**” for more details on versioning HTML content.

3.4 Move Module

Click on  **Move Module** button from the dropdown list of the **HTML** module. **Move Module To Other Page** screen will open. It shows module name and current page name where module is added.

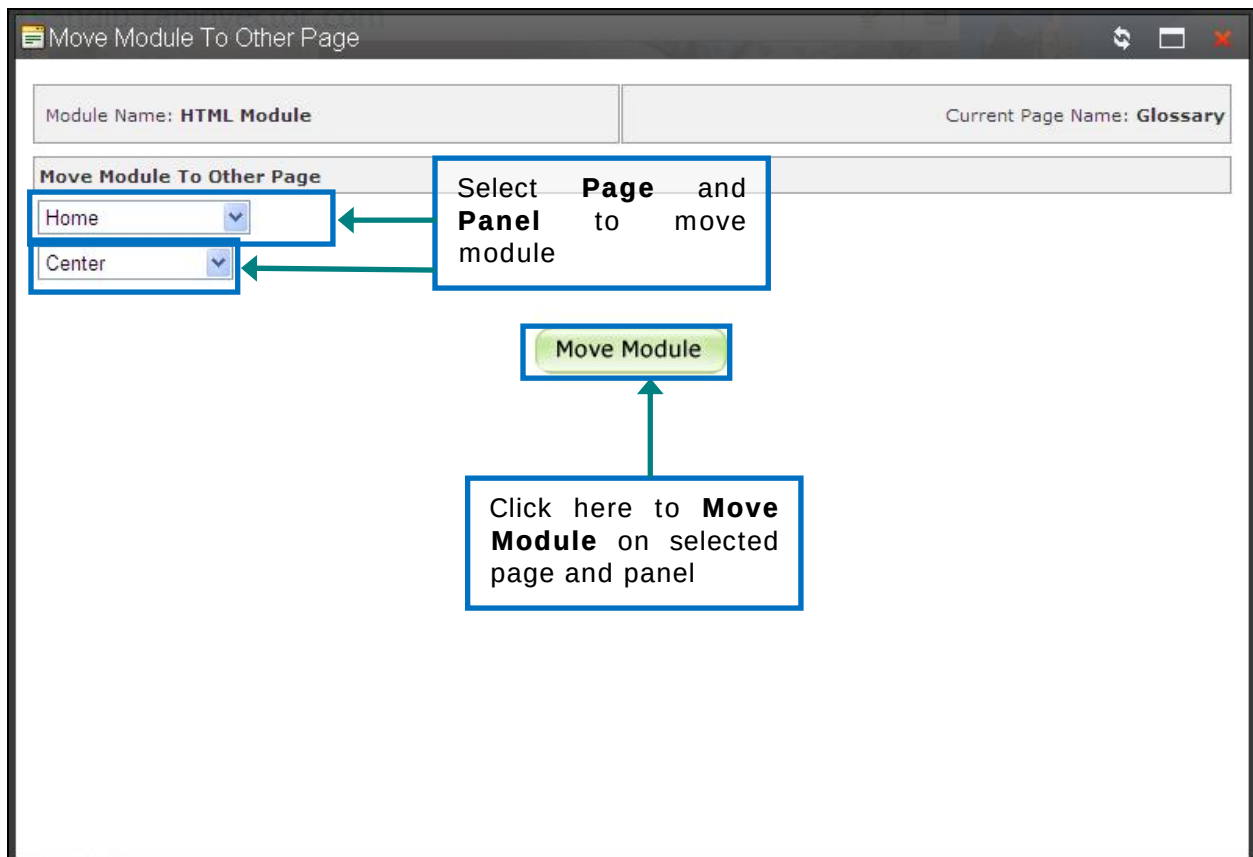
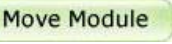


Figure 4 – Move Module

- Select **Page** from the dropdown list where to move module
- Select **Panel** from the dropdown list to add module
- Click on  button to move module to the selected page.

3.5 Show in all Pages

Click on  **Show in all pages** button from the dropdown list. Module will be added to all page of the site. Click on button to reverse the effect.

3.6 Hide Module

Click on  **Hide Module** button from the dropdown list. Module will be hidden. Click on button to reverse the effect.

3.7 Delete Module

Click on  **Delete** button from the dropdown list to delete module from the site. **'Are you sure you want to delete this Module?'** message will appear. Click on **Ok** button to delete module other wise click on **Cancel** button.

3.8 HTML Editor Views

You can view text content in different views. You can write it as simple text or in HTML code, and after writing you can preview the text.

- **Design:** In design view, you can edit and format the content using toolbar buttons, dropdowns, dialogs and / or modules
- **HTML:** In HTML view, you can directly access content code
- **Preview:** Using Preview, you can view how the content will look like before updating the page.

3.8.1 Design View

Click on  button from **HTML Editor** screen to edit or format content using the toolbar. By default, HTML Editor will open in **Design** view. In design view **Toolbar** is used to format text content. Toolbar contains buttons and dropdown lists of the various tools.

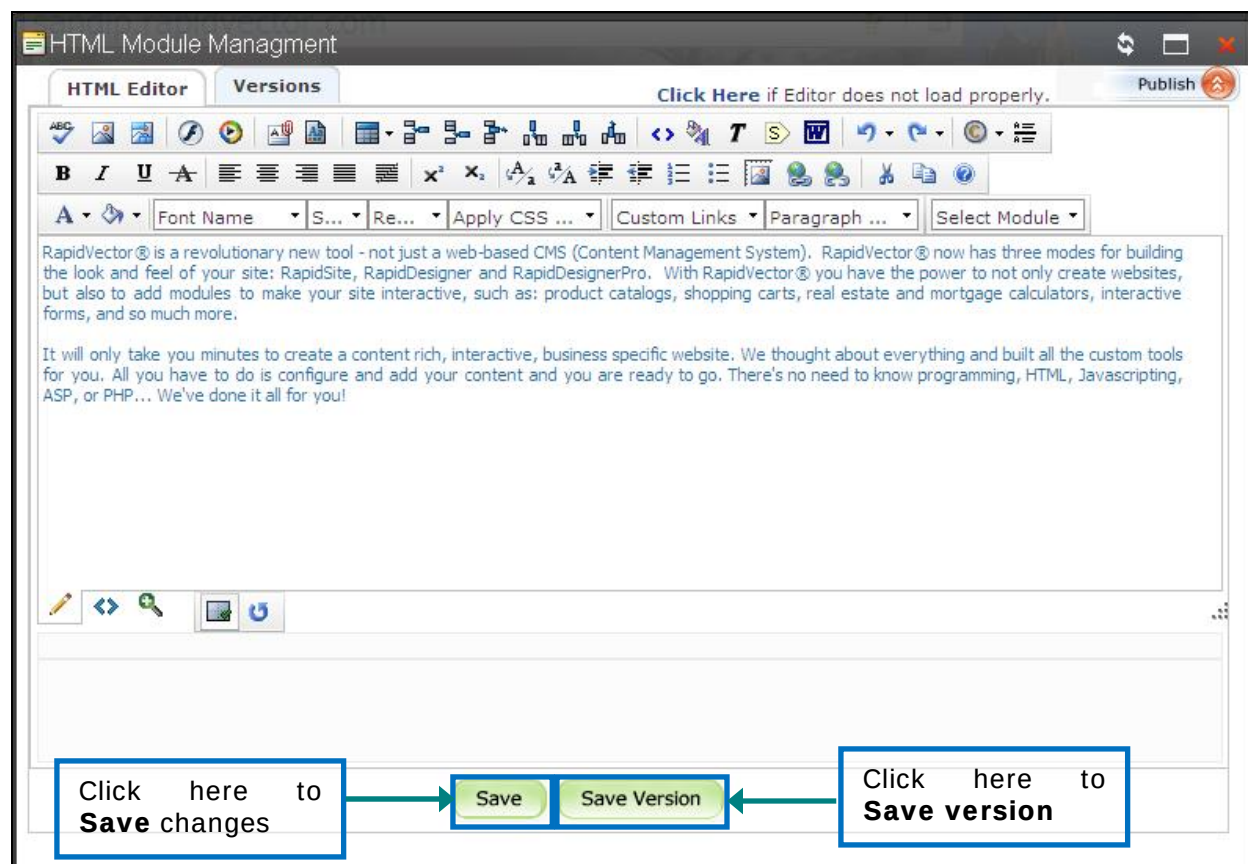


Figure 5 – HTML Editor: Design View

- Click on **SAVE** button to save the changes with existing version. Text will be shown on the site once you publish the version
- Click on **Save Version** button to save changes with new version.

Note:

Please refer to “**Section: 3.10 - Toolbar Buttons**” for more details on tool bar.

3.8.2 HTML View

Click on **<>** button from **HTML Editor** screen to write content in **HTML** code. It is used often by the advanced users. You can format text through HTML coding. In HTML to set indent, click on the check box for **Indent HTML**. A Dotted line will appear before all written HTML code. This HTML code is updated and kept in synchrony in real-time with the design view. The effect is similar to the Split mode of MS FrontPage. If you make a modification in the design view or the HTML view, the other view will be automatically updated. This module is a great fine-tuning tool for advanced users.

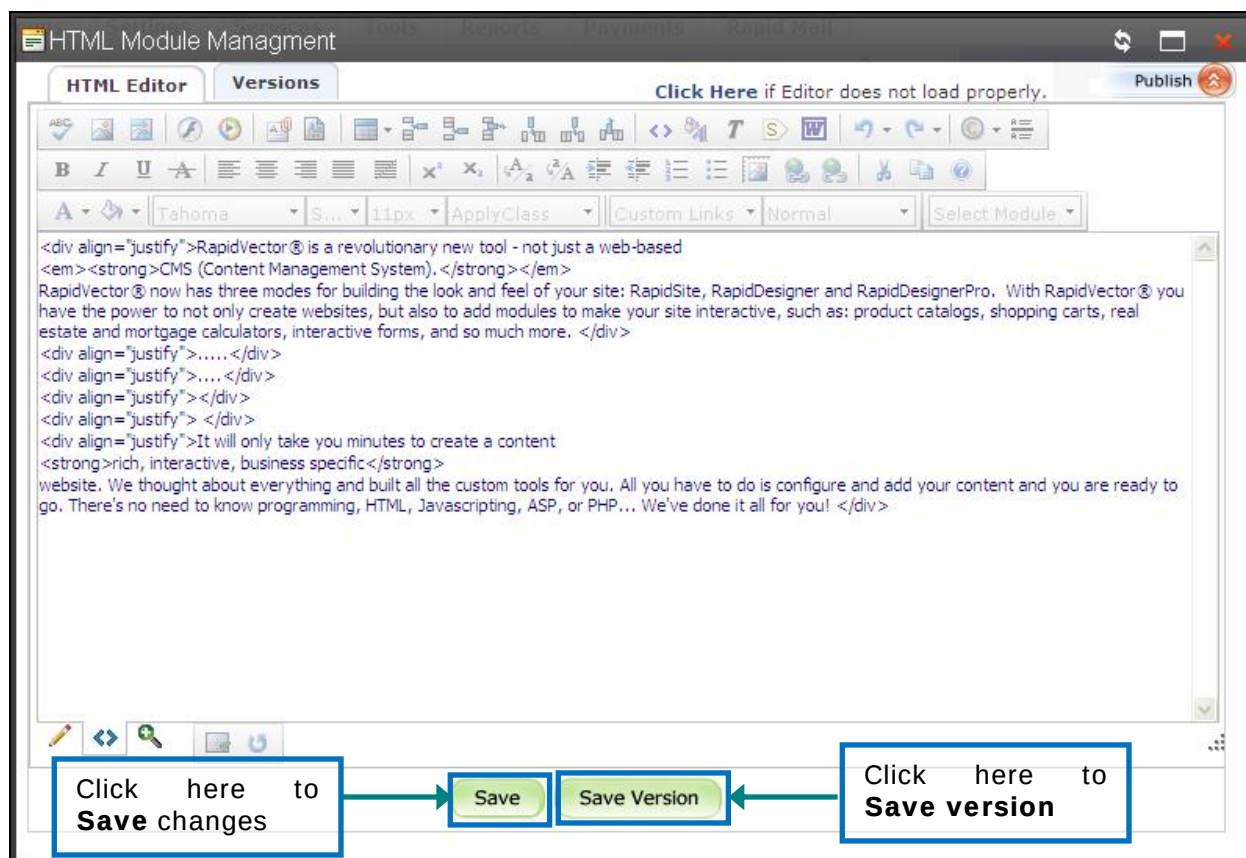


Figure 6 – HTML Editor: HTML View

- Click on **SAVE** button to save the changes with existing version. Text will be shown on the site once you publish the version
- Click on **Save Version** button to save changes with new version.

3.8.3 Preview

Click on  button to preview text. It will show how the content will look on the user side.

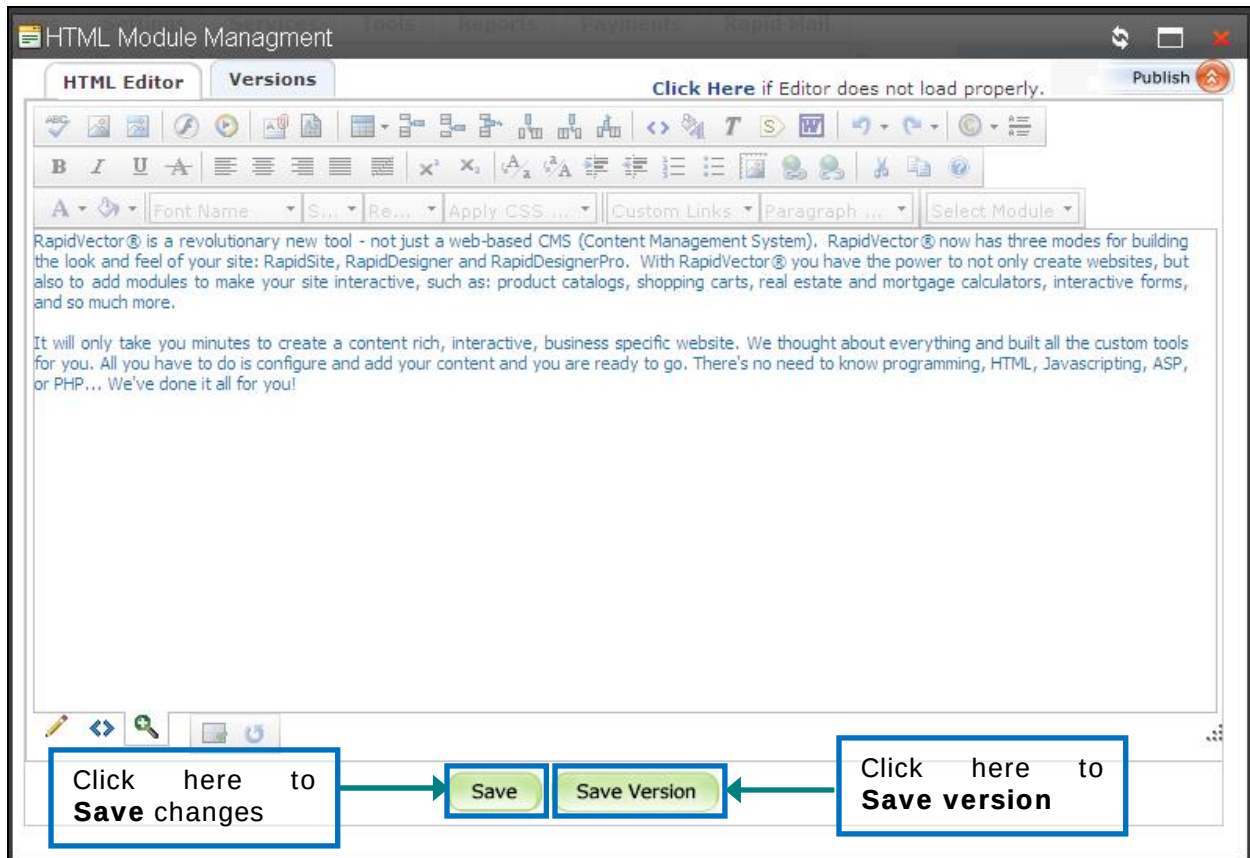


Figure 7 – HTML Editor: Design View

3.9 Inspectors

Inspectors are the special tools used to provide extra information for who work with HTML Editor in Design view. Currently, there are two modules shipped out-of-the box with the editor:

- Tag Inspector
- Properties Inspector.

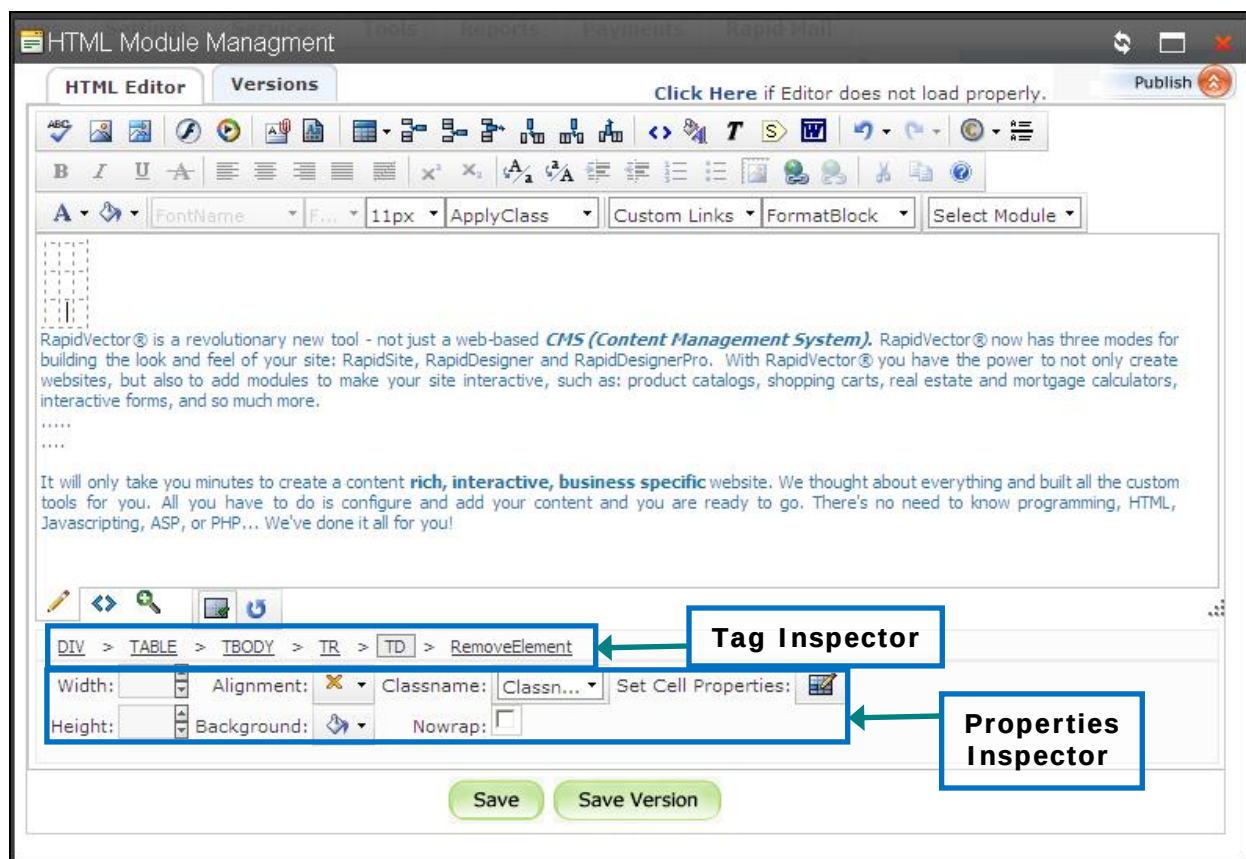


Figure 8 – Inspectors

3.9.1 Tag Inspector

Tag Inspector shows the path of the selected item (i.e. the DOM path of the current element). It also allows you to select the last (innermost) tag in the hierarchy and remove it using the **Remove Element** link. When you mouse over on the tag name it will be highlighted in the editor.

3.9.2 Properties Inspector

Properties Inspector shows the relevant properties of the currently selected element. As a result, the user can quickly configure the element (e.g. set cell width, shading, image alignment, hyperlink, etc.) without the need to open dialogs.

3.10 Toolbar Buttons

HTML Editor **Toolbars** are a set of buttons and the dropdown lists you click to perform common tasks (e.g. make text bold, apply color, build tables, open the image dialog, etc.). Most of these buttons work in the same way as in Microsoft Word.

In design view **Toolbar** is used to format text content. Toolbar contains buttons and the dropdown lists of the various tools. You can divide all function under below main categories:

- Inserting Elements
- Formatting Text Appearance
- Formatting Paragraph and Lists
- Working with Portion of Text
- General
- Other Keyboard Shortcuts.

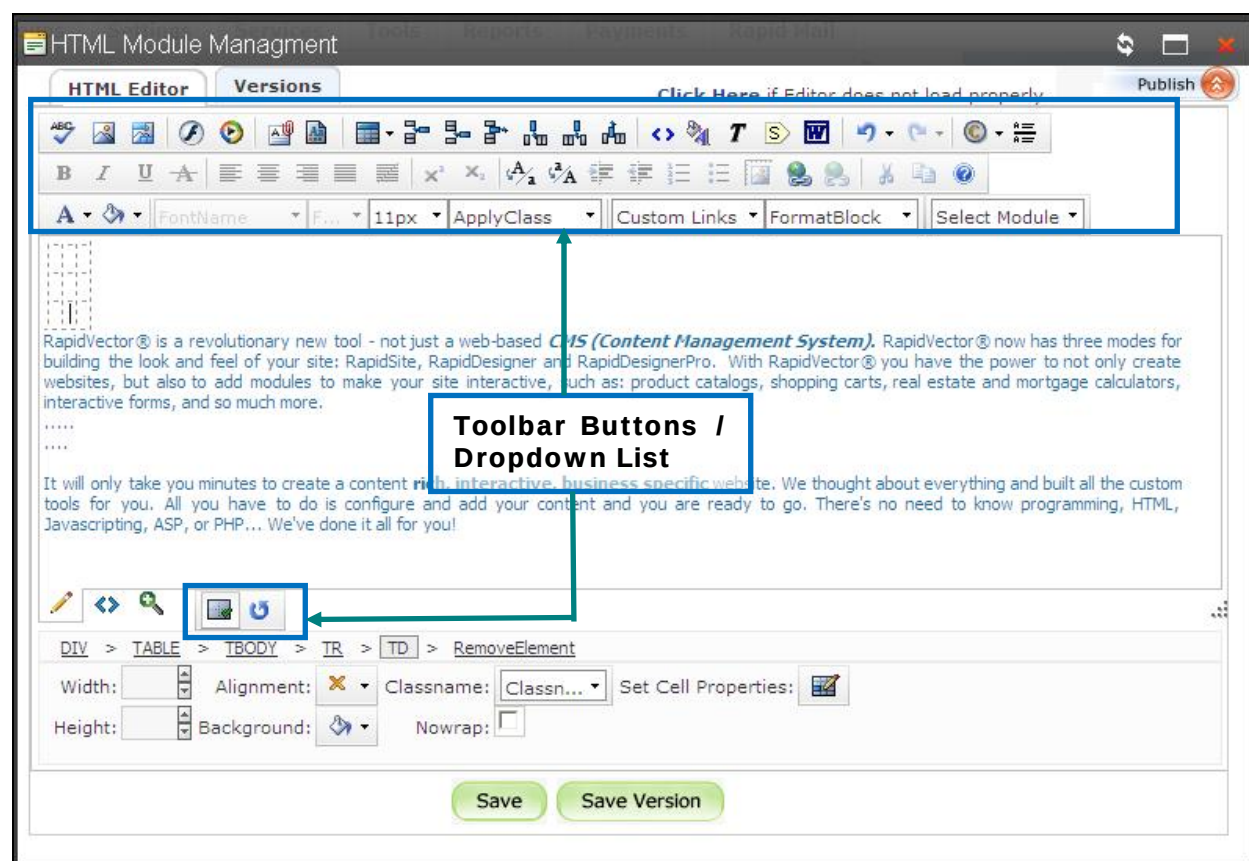


Figure 9 – Toolbars

3.10.1 Toolbar Buttons Summary

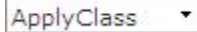
HTML Editor Toolbar has below different buttons and the dropdown list. Below table shows icon, description and code in HTML for the functions. Click on page number to view more details related to function.

Icon	Description	Tools File Declaration	Page No.
Inserting Elements			
	Image Manager: allows you to insert, upload, create thumbnails and set image properties. Shortcut key is Ctrl+M	<code></code>	25
	Image Map Editor: allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as hotspots.	<code><map id= rade_img_map_Editor1_0 name=rade_img_map_Editor1_0> <area shape=CIRCLE coords=220,79,3 href=""> <area shape=CIRCLE target=_blank coords=260,139,71 href="www.jct.com"> <area shape=CIRCLE coords=20,20,10 href=""></map></code>	27
	Flash Manager: allows you to work with flash files to insert and upload animations.	<code><embed pluginspage= http://www.macromedia.com /go/getflashplayer align=baseline src=/Resources/media/phone_people_v 6.swf width=150 height=150 type=application/x-shockwave-flash loop="false" menu="false" quality="high"salign="LT" bgcolor=""></embed></code>	28
	Media Manager: allows you to insert/upload media objects (AVI, MPEG, WAV, etc.) and set their properties.	<code><embed style="WIDTH: 150px; HEIGHT: 150px" pluginspage= http://download.microsoft.com/download/ad/ winmediaplayer/nsplugin/6.4/WIN98/E N-US/wmpplugin.exe align=baseline src= /Resources/media/phone_people_v6.sw f type=application/x-mplayer2></code>	29
	Document Manager: allows you to insert a predefined document at the cursor position into the editor.	<code> /Resources/files/R.doc</code>	31
	Template Manager: allows you to manage templates.	<code><link href="Home_files/RadDockableObject. css" type=text/css rel=stylesheet></code>	32
	Insert Table: allows you to Insert a table in the	<code><table> <tbody></code>	34

Icon	Description	Tools File Declaration	Page No.
	HTML Editor as easy as in Microsoft Word. Click on button and select the number of rows and columns you would like to create. The table is inserted at the cursor position.	<pre><tr> <td>andnbsp;Name</td></tr> </tbody></table></pre>	
	Insert Symbol: Click on button to show the dropdown list with the built-in special characters. Select a character to insert at the cursor position.	NA	43
	Hyperlink Manager: allows you to create a hyperlink from the selected text, number or image. In the hyperlink dialog, you need to choose the type of link you want to insert: Hyperlink, Anchor or E-mail. Shortcut key is Ctrl+K	<pre>Vector</pre>	44
		<pre></pre>	45
		<pre>JCT</pre>	45
	Remove Hyperlink: allows you to remove hyperlink from the selected text, number or image. Select an image/text in a hyperlink, anchor or e-mail link and click on button to remove the link. Shortcut key is Ctrl+Shift+K	NA	44
	Custom Link: allows you to create a preset hyperlink on the selected text, number or image. Select the object you want link, select the link from the dropdown list to use.	<pre>Company Info</pre>	46
	Set Absolute Position: allows you to move an object (image, table or media) freely into the editor.	<pre></pre>	47
Formatting Text Appearance			

Icon	Description	Tools File Declaration	Page No.
B	Bold: Applies bold formatting to the selected text. Select the text and click on button to apply bold. Shortcut key is Ctrl+B	Rapid Vector	48
<u>U</u>	Underline: Applies underline formatting to the selected text. Select the text and click on button to apply underline. Shortcut key is Ctrl+U	<u>Rapid Vector</u>	48
<i>I</i>	Italic: Applies italic formatting to the selected text. Select the text and click on button to apply Italic. Shortcut key is Ctrl+I	Rapid Vector	49
~~A~~	Strikethrough: Applies strikethrough formatting to the selected text. Select the text and click on button to apply strikethrough.	<strike>Rapid Vector</strike>	49
x²	Superscript: allows you to make text or numbers appear as superscript. When typing text, you can click on button to make the text that follows superscript. The button also works on selected text. Click on button again to switch to normal text typing.	Rapid Vector <sup>TM</sup>	49
x₂	Subscript: allows you to make text or numbers appear as subscript. When typing text, you can click on button to make the text that follows subscript. The button also works on selected text. Click on button again to switch to normal text typing.	Rapid Vector <sub>TM</sub>	49
↕	Convert Lower to Upper: Converts selected text to upper case. When typing text and select it,	RAPID VECTOR	49

Icon	Description	Tools File Declaration	Page No.
	you can click on button to change the text to upper case.		
	Convert Upper to Lower: Converts selected text to lower case. When typing text and select it, you can click on button to change the text to lower case.	<code>rapid vector</code>	49
	Strip All Formatting: allows stripping all formatted text. Select text and click on button to strip all formatting.	NA	49
	Strip CSS Formatting: allows to stripping CSS formatted text. Select text and click on button to strip CSS formatting.	NA	49
	Strip Font Formatting: allows to stripping font element. Select text and click on button to strip font formatting.	NA	49
	Strip Span Formatting: allows to stripping span element. Select text and click on button to strip span formatting.	NA	49
	Strip Word Formatting: allows to stripping word formatted text. Select text and click on button to strip word formatting	NA	49
	Font Color: Changes the color of the selected text. Select color from the pallet.	<code>rapid vector</code>	49
	Background Color: Changes the background color of the selected text. Select color from the pallet.	<code>rapid vector</code>	49
	Font Type: Sets the font typeface. Select font name from the dropdown list to change the font of the selected text.	<code>rapid vector</code>	49
	Font Size: Sets the font	<code><span style="FONT-SIZE:</code>	49

Icon	Description	Tools File Declaration	Page No.
	size. Select font size from the dropdown list to change the font size of the selected text.	14pt">Rapid Vector< /span>	
	Font Real Size: Sets the font size. Select font real size in pixel from the dropdown list to change the font size of the selected text.	Rapid Vector< /span>	49
	Apply CSS Class: Applies predefined styles to the selected text. Select predefined CSS from the dropdown list to apply to the selected text.	<p class=error>Rapid Vector< /p>	54
Formatting Paragraphs and Lists			
	Paragraph Style: Applies standard or predefined text styles to the selected paragraph. Click anywhere in the paragraph you want to format and select the preferred style from the dropdown list.	<h1>Lorem Ipsum< /h1> <p>Lorem Ipsum is simply dummy text of the printing and typesetting industry.< /p>	56
	Indent: Indents a paragraph to the right. This button indents a paragraph to the right. Each time this button is clicked, the paragraph is indented further to the right.	<blockquote dir=ltr style="MARGIN-RIGHT: 0px">	57
	Outdent: Decreases the paragraph indent to the left. This button works only if indent has been applied to a paragraph beforehand. To use this button, click anywhere in the paragraph you want to indent to the left and click on button.	<p dir=ltr style="MARGIN-RIGHT: 0px">	57
	Left Alignment: Aligns the selected paragraph to the left. Click on button to align the selected paragraph to the left.	<p align=left>Lorem Ipsum is simply dummy text of the printing and typesetting industry.< /p>	58
	Center Alignment:	<p align=center>Lorem Ipsum is	58

Icon	Description	Tools File Declaration	Page No.
	Aligns the selected paragraph to the center. Click on button to center the lines in the selected paragraph.	simply dummy text of the printing and typesetting industry. < /p>	
	Right Alignment: Aligns the selected paragraph to the right. Click on button to right the lines in the selected paragraph.	<p align=right>Lorem Ipsum is simply dummy text of the printing and typesetting industry. < /p>	58
	Justified: Justifies the selected paragraph to the left and to the right. Click on button to justify the selected paragraph.	<p align=justify>Lorem Ipsum is simply dummy text of the printing and typesetting industry. < /p>	58
	Remove Alignment: Remove justified paragraph to the left and to the right. Click this button to remove justification of selected paragraph.	NA	58
	Numbered List: Creates a numbered list from the selection. Select some text or place the cursor inside a paragraph and click on button to make the text a numbered list. Click on button again to turn the numbered list into a regular paragraph of text.	 Lorem Ipsum is simply dummy text of the printing and typesetting industry. < /li> Lorem Ipsum has been the industry's standard dummy text ever since the 1500s. < /li> < /ol>	59
	Bulleted List: Creates a bulleted list from the selection. Select some text or place the cursor inside a paragraph and click on button to make the text a bulleted list. Click on button again to turn the bulleted list into a regular paragraph of text.	 Lorem Ipsum is simply dummy text of the printing and typesetting industry. < /li> Lorem Ipsum has been the industry's standard dummy text ever since the 1500s. < /li> < /ul>	59
	Horizontal Ruler: Inserts a horizontal line (ruler). Click on button to insert a horizontal line below the cursor position.	<hr>	59
Working with Portion of Text			

Icon	Description	Tools File Declaration	Page No.
	Spell Check: Launches either the AjaxSpellChecker. The spellchecker is a tool for checking spelling of the written text. You can check your spelling asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary.	NA	61
	Cut: Cuts the selected content and copies it to the clipboard. Click on button to cut selected text, image and/or table. The selected text or image is removed from the page and is stored in the clipboard for later use. Shortcut key is Ctrl+X .	NA	61
	Copy: Copies the selected content to the clipboard. Click on button to select text, image and/or table. The content is stored in the clipboard for later use. Note that only the last copied (or cut) item is stored in the clipboard. This tool is very helpful when you need to type the same text many times: shortcut key is Ctrl+C .	NA	62
General			
	Help: Shows help on the functionality of buttons. Click on button to open a window with a short description of each button, its functions and a keyboard shortcut if such is available.	NA	62

Icon	Description	Tools File Declaration	Page No.
	Redo: Redoes the last undone action. Click to redo the last undone action. Expand the dropdown list to select multiple actions to redo. Shortcut key is Ctrl+Y	NA	62
	Undo: Disregards the last action. Click to undo your last changes. Expand the dropdown list to select multiple actions to undo. Shortcut key is Ctrl+Z .	NA	62
	Show / Hide Border: Shows/hides table borders. Toggles borders of all tables within the editor ON and OFF. The ON function works on tables with hidden borders.	NA	62
	Repeat Last Command: Click to repeat the last action. Shortcut key is F4 .	NA	62
	Select Module: allows you to add other modules. Select the module from the dropdown list to add.	<code> <div staticmid="19451"></div></code>	62
Others			
Ctrl + A	Selects the whole content of the editor (text, images, tables, etc.)	NA	63
Ctrl + W	Closes the active window.	NA	63
Alt + F4	Close the active application.	NA	63

3.10.2 Inserting Elements

Inserting Elements is used to add or edit objects like images, motion pictures, media files, documents, templates, table, symbol and links.

3.10.2.1 Image Manager

The **Image Manager** allows you to browse folders on the web server just like in a regular Windows Explorer. The folders to which you have access are pre-set by the site administrator. Click on  button from the toolbar to insert, upload and set image properties. Shortcut key for image manager is **Ctrl+M**.

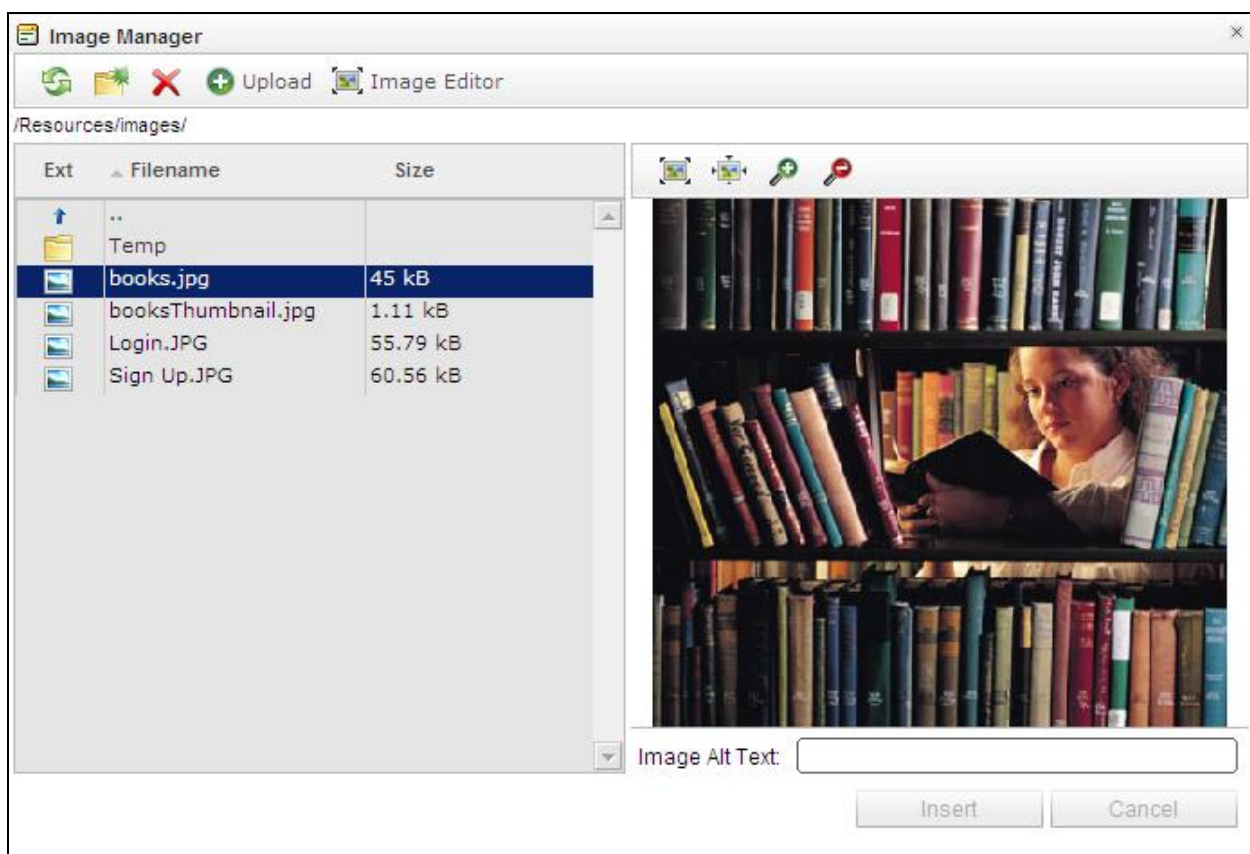
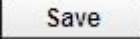
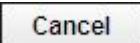
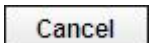


Figure 10 – Image Manager

- Browse folders and files
- Sort files by name and type
- Preview images, zoom in and out
- Upload new images to the server
- Create new sub-folders
- Click on  to refresh page
- From the list you can create a folder by clicking on  button

- Select file or folder from the list and click on  button to delete selected image. (if you are given permissions to delete in the respective folder)
- **Upload Image:**
 - o Click on  **Upload** button from **Image Manager** screen to add images
 - o Click on **Browse** button to select the image from the folder. Selected file's name and file path will be shown in **Upload** text box
 - o Click on **Upload** button to insert image
 - o Click on check box to **Overwrite if file exists?** with same name
- **Image List:**
 - o List of all images will be shown. Click on image from the list to view or edit image
 - o Selected image can be edited and its path will be shown in Image URL text box
 - Click on column header to sort the list by extension, name or size
 - Click on  to go one level up in folder
 - Enter **Image Alt Text** for disabled viewers
 - Click on  button to fit image in the screen
 - Click on  button to view image in its original size
 - Click on  button to view larger size of image
 - Click on  button to view smaller size of image
- **Edit Image:**
 - o Click on  **Image Editor** button from **Image Manager** screen to edit images
 - o Selected image will be shown in **Image Editor** screen
 - Set the image **Opacity** between 0 to 100 percentage
 - **Resize** the image and set the **Proportions**
 - Set image **Width** between 0 to 360 percentage
 - Set image **Height** between 0 to 360 percentage
 - Select the **Flip / Rotate** options by clicking on radio button
 - Options for **Flip** can be None, Flip Horizontal, Flip Vertical and Flip Both
 - Options for **Rotate** can be None, 90, 180 and 270
 - Click on button to **Enable / Disable Crop** option
 - If crop option is enabled you can enter X, Y, Width and Height in pixel to crop the image
 - Click on **Restore Image** button to restore the change made on the image
 - Enter the Path to **Save as** image
 - Click on check box to **Overwrite if file exists?** with same name
 - Click on  button to save changes
 - Click on  button to cancel the changes
- Click on  button to insert selected image
- Click on  button to exit from **Image Manager**.

Note:

You can upload image with maximum size 50 MB, and File extensions *.jpg, *.jpeg, *.gif, *.png are allowed.

3.10.2.2 Image Map Editor

Click on  button from the toolbar to define clickable area of the image. In **Image Map Editor** you will map the images which are added using **Image Manager**. The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as hotspots.

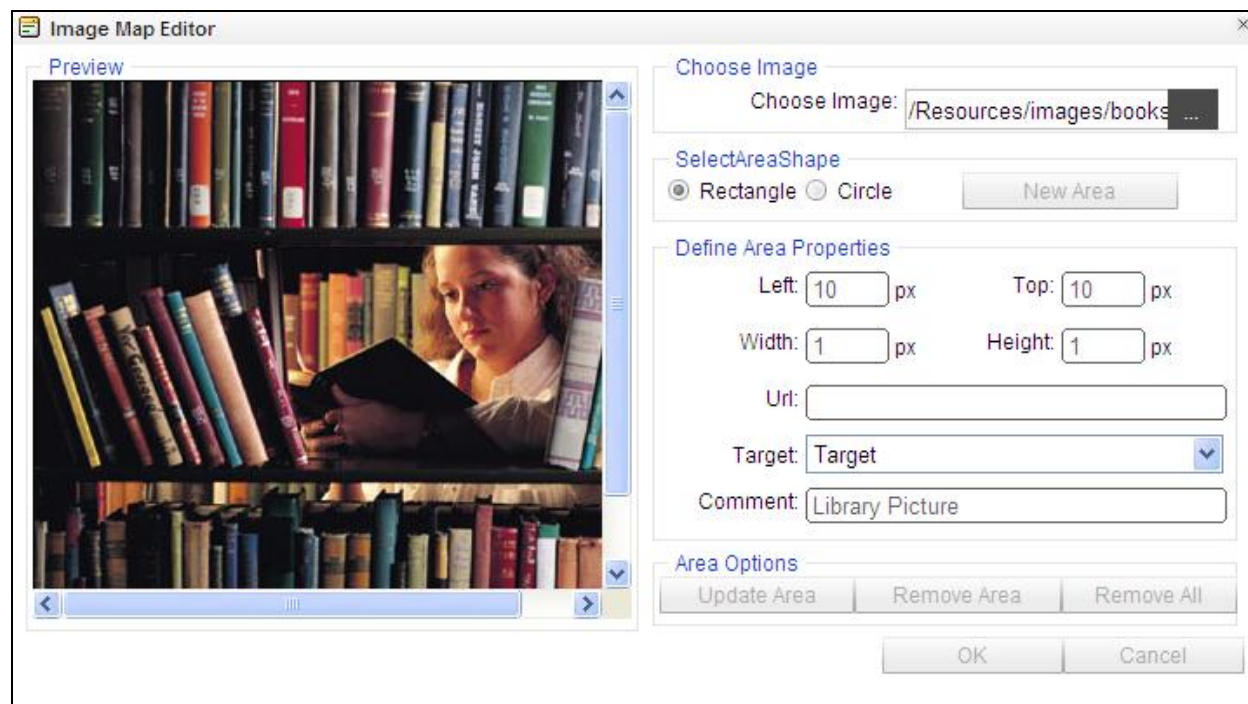
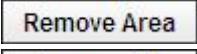
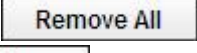
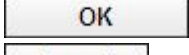
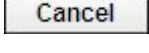


Figure 11 – Image Map Editor

- Select the image from the editor
- Click on  button. **Image Manager** screen will open
- You can also **Choose Image** from the image manager. Selected image will be shown in the **Image Map Editor**
- **Select Area Shape:**
 - Click on radio button to select the shape of area. Options can be rectangle or circle
 - Click on  button. Selected shape will be shown on the image
- **Define Area Properties:** Once you select the area of the screen set the properties:
 - Enter **Left** margin of the shape
 - Enter **Top** margin of the shape
 - Enter **Width** of the shape
 - Enter **Height** of the shape. You cannot set the height of circle shape
 - Enter the **URL** to assign link to shape
 - Select the **Target** place to open link upon clicking hotspot from the dropdown list
 - Enter the **Comments**
- **Area Options:**

- o Click on  button to save the changes
- o Click on  button to remove the changes
- o Click on  button to remove all changes
- Click on  button to upload image
- Click on  button to cancel the changes.

Note:

A Detailed description of selecting images is mentioned in “*Section: Image Manager*” of this document.

3.10.2.3 Flash Manager

Working with **Flash Animations** is quite similar to working with images. The **Flash Manager** allows you to perform almost the same tasks as the **Image Manager**. In addition, the Flash Manager allows you to set some Flash-specific properties like quality, loop, etc. Click on  button from the toolbar to insert flash animated object.

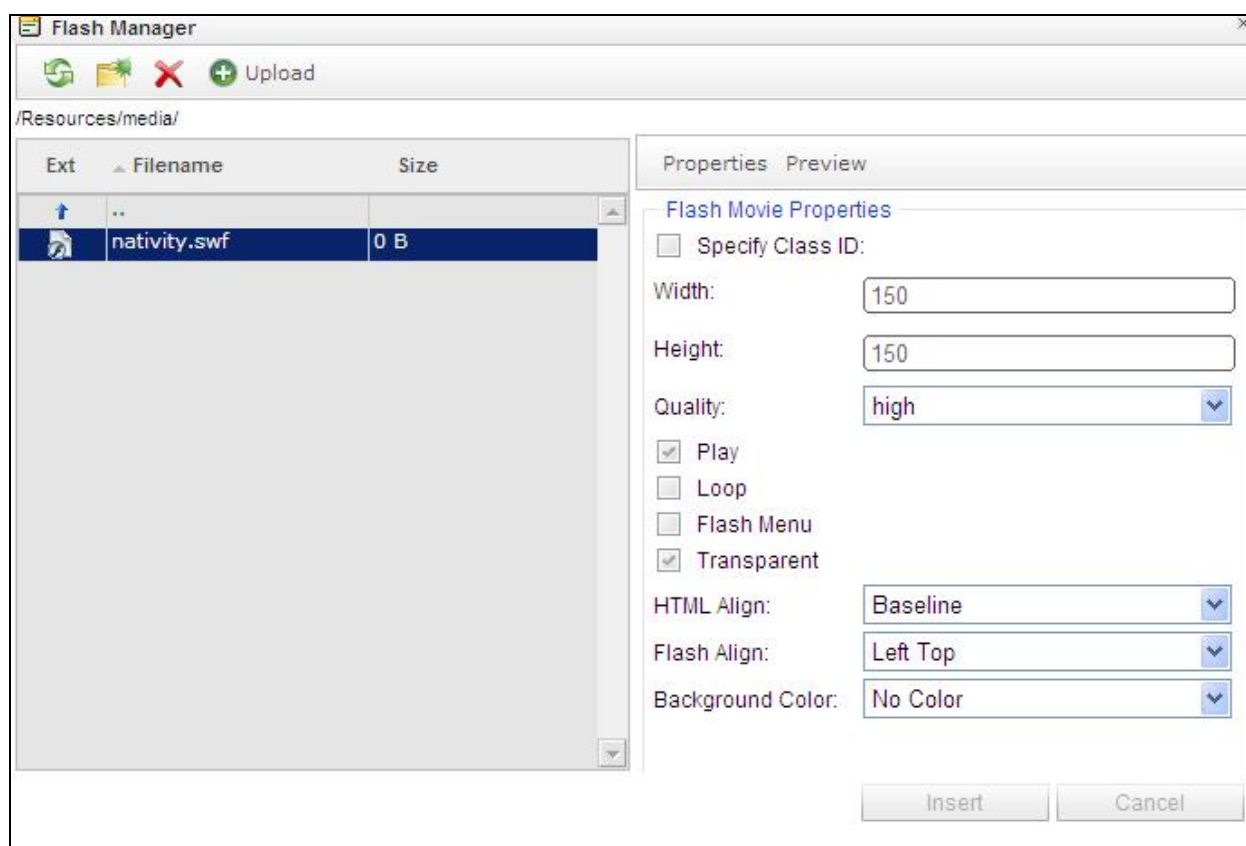
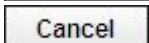


Figure 12 – Flash Manager

- Click on  to refresh page
- From the list you can create a folder by clicking on  button

- Select flash file from the list and click on  button to delete selected file
- **Upload Flash File:**
 - o Click on  **Upload** button from **Flash Manager** screen to add file
 - o Click on **Browse** button to select the flash file from the folder. Selected file's name and file path will be shown in **Upload** text box
 - o Click on **Upload** button to insert flash file
 - o Click on check box to **Overwrite if file exists?** with same name
- **File List:**
 - o Selected animated object can be edited and its path will be shown in text box
 - o List of all animated objects will be shown in the list
 - Click on column header to sort the list by extension, name or size
 - Click on animated object from the list to view or edit animated object
 - Click on  to go one level up in folder
 - o Click on **Preview** button to preview the flash object
 - o Click on **Properties** button to set the flash object properties
 - Click on check box to **Specify Class ID**
 - If you have selected **Specify Class ID** than Enter **Class ID**
 - Enter object **Width**
 - Enter object **Height**
 - Select object **Quality** from the dropdown list
 - Click on check box to **Play** object
 - Click on check box to **Loop** the animation
 - Click on check box to show **Flash Menu**
 - Click on check box to set **Transparency** of animation
 - Select **HTML Alignment** from the dropdown list
 - Select **Flash Alignment** from the dropdown list
 - Select **Background Color** from the dropdown list
- Click on  button to insert selected flash file
- Click on  button to exit from **Flash Manager**.

Note:

You can upload animated objects with maximum size 50 MB, and File extension *.swf is allowed.

3.10.2.4 Media Manager

Working with **Windows Media** files is quite similar to working with images and flash. The **Media Manager** allows you to perform the same tasks as the **Flash Manager**. This includes setting Media specific properties like display size, rate, etc. you can view flash files imported from **Flash Manager**. Click on  button from the toolbar to insert media file.

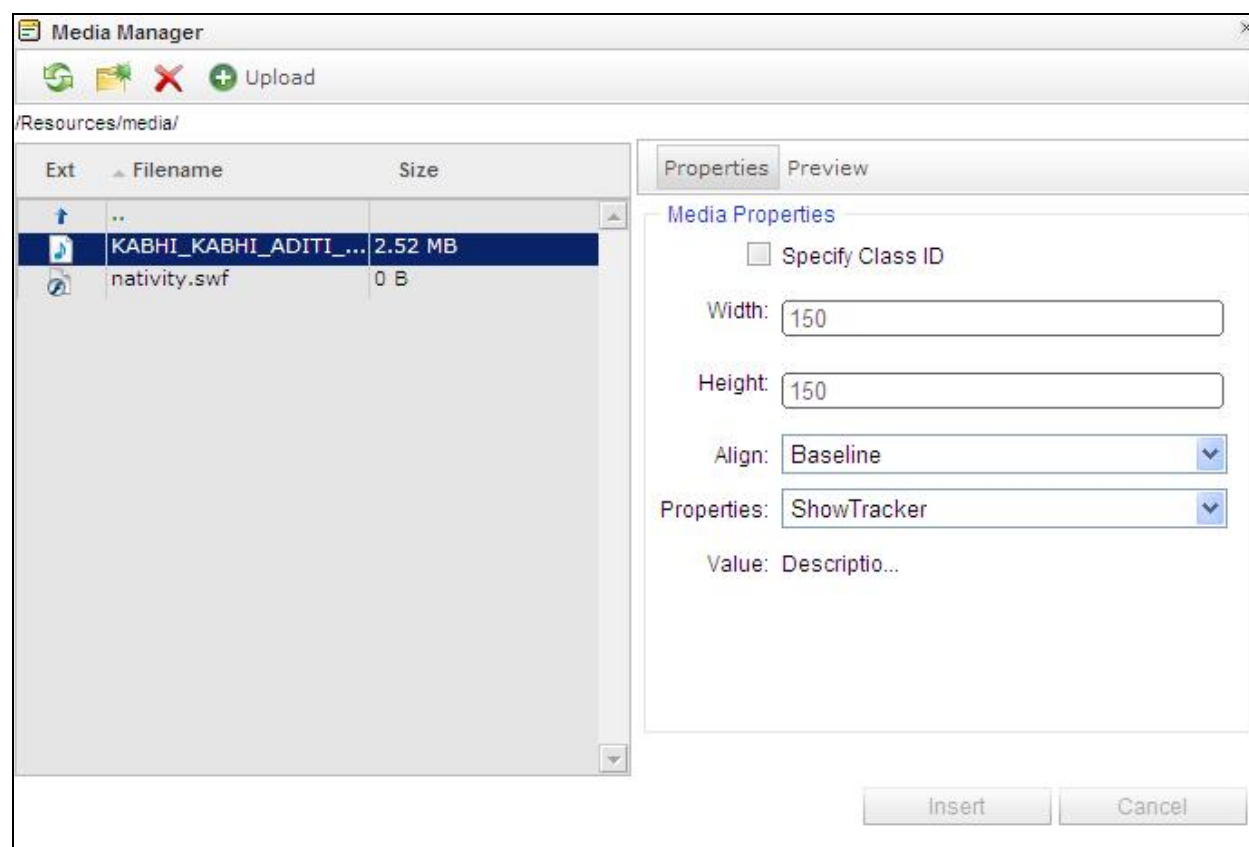


Figure 13 – Media Manager

- Click on to refresh page
- From the list you can create a folder by clicking on button
- Select file from the list and click on button to delete selected file
- **Upload Media:**
 - Click on **Upload** button from **Media Manager** screen to add file
 - Click on **Browse** button to select the file from the folder. Selected file's name and file path will be shown in **Upload** text box
 - Click on **Upload** button to insert file
 - Click on check box to **Overwrite if file exists?** with same name
- **File List:**
 - Selected media file can be edited and its path will be shown in text box
 - List of all media file will be shown in the list
 - Click on column header to sort the list by extension, name or size
 - Click on media file from the list to view or edit file
 - Click on to go one level up in folder
 - Click on **Preview** button to preview the media file
 - Click on **Properties** button to set the media file properties
 - Click on check box to **Specify Class ID**
 - If you have selected **Specify Class ID** than Enter **Class ID**
 - Enter object **Width**
 - Enter object **Height**
 - Select **Alignment** from the dropdown list
 - Select **Properties** from the dropdown list

- Displays **Value**

- Click on  button to insert selected file
- Click on  button to exit from **Media Manager**.

Note:

You can upload media files with maximum size 50 MB, and File extensions *.avi, *.mpg, *.mpeg, *.mp3, *.wav and *.flv are allowed.

3.10.2.5 Document Manager

The **Document Manager** allows you to insert hyperlinks to document files stored on the web server by simply selecting them from a list. The dialog is similar to the **Image Manager** and allows you to browse, upload, and delete documents. Click on  button from the toolbar to insert link to the document on server.

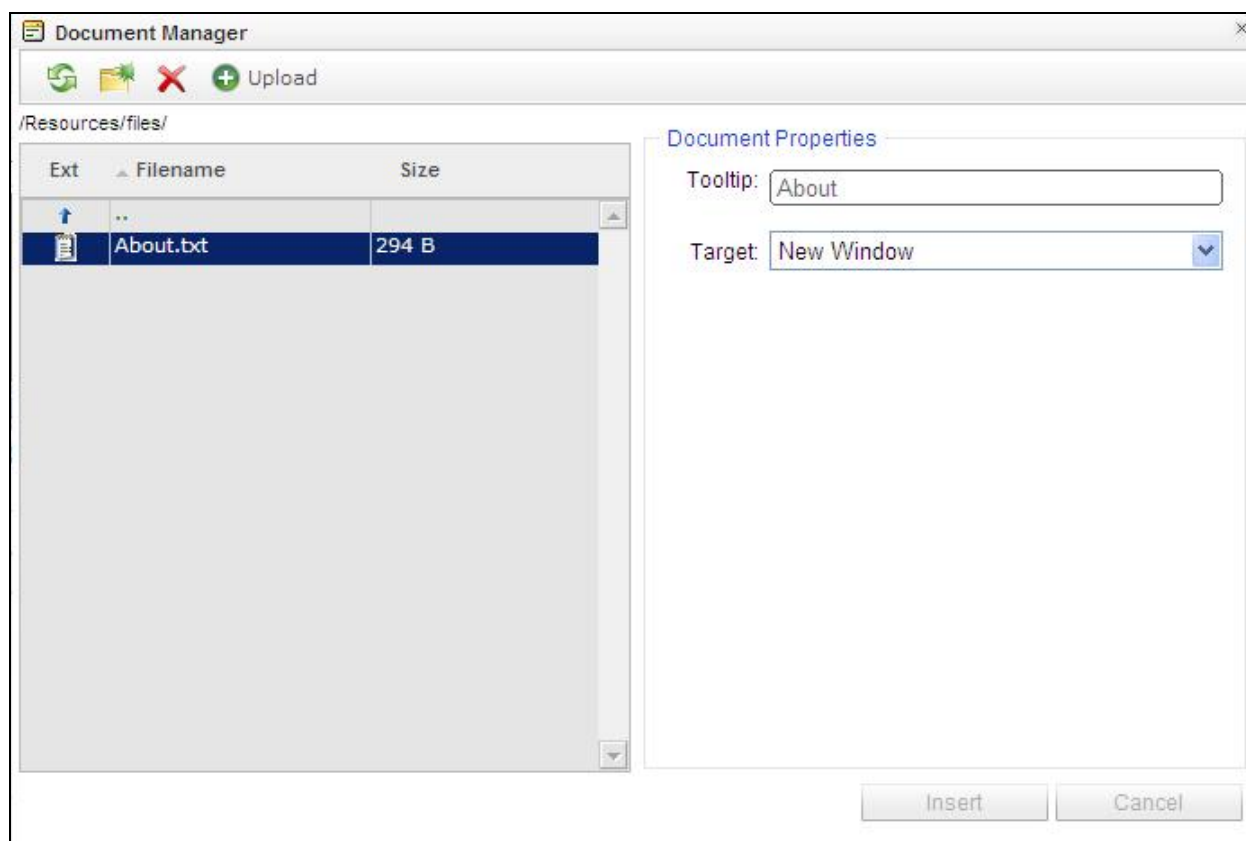
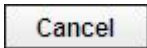


Figure 14 – Document Manager

- Click on  to refresh page
- From the list you can create a folder by clicking on  button
- Select file from the list and click on  button to delete selected file
- **Upload Document:**
 - Click on  button from **Document Manager** screen to add file

- o Click on **Browse** button to select the file from the folder. Selected file's name and file path will be shown in **Upload** text box
- o Click on **Upload** button to insert file
- o Click on check box to **Overwrite if file exists?** with same name
- **File List:**
 - o Selected file can be edited and its path will be shown in text box
 - o List of all file will be shown in the list
 - Click on column header to sort the list by extension, name or size
 - Click on file from the list to view or edit file
 - Click on  to go one level up in folder
 - **Document Properties** will be shown
 - Enter **Tooltip** in text box
 - Select **Target** from the dropdown list to open a file
- Click on  button to insert selected file
- Click on  button to exit from **Document Manager**.

Note:

You can upload documents with maximum size 50 MB, and File extensions *.txt *.doc, *.pdf, *.zip, *.rar, *.avi, *.mpg, *.mpeg, *.swf, *.jpg, *.jpeg, *.png, *.gif, *.html and *.xls are allowed.

3.10.2.6 Template Manager

HTML Editor allows you to insert external files (e.g. a file with pre-formatted tables, signatures, etc.) into the editable area. Those files are called **Templates** and can be in any format that your server will allow you to read. Templates are similar to code snippets the only difference being that they are obtained from individual files the user can browse, upload, delete, etc. Click on  button from the toolbar to insert predefined HTML templates.

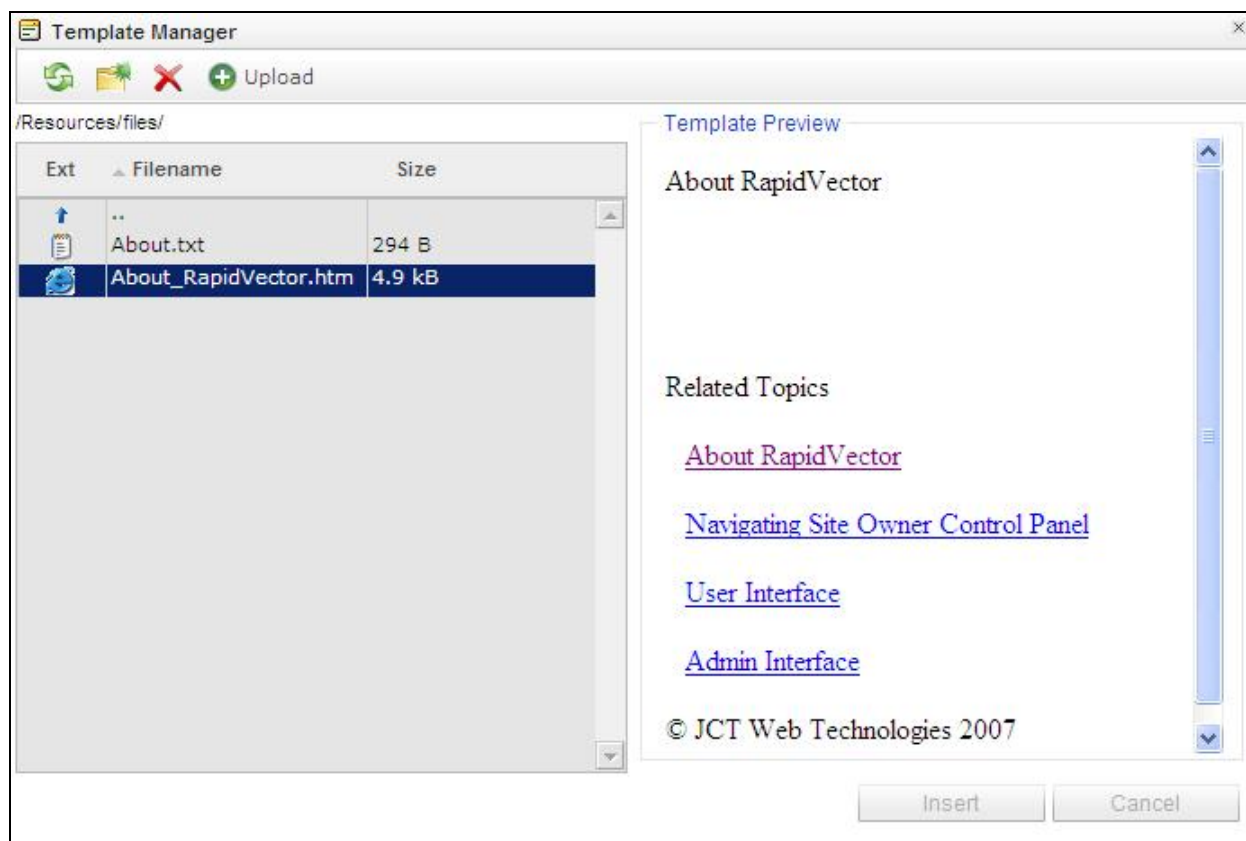


Figure 15 – Template Manager

- Click on to refresh page
- From the list you can create a folder by clicking on button
- Select template from the list and click on button to delete selected template
- **Upload Template:**
 - Click on **Upload** button from **Template Manager** screen to add file
 - Click on **Browse** button to select the file from the folder. Selected file's name and file path will be shown in **Upload** text box
 - Click on **Upload** button to insert template
 - Click on check box to **Overwrite if file exists?** with same name
- **File List:**
 - Selected file can be edited and its path will be shown in text box
 - List of all file will be shown in the list
 - Click on column header to sort the list by extension, name or size
 - Click on file from the list to view or edit file
 - Click on to go one level up in folder
 - **Template Preview** will be shown
- Click on button to insert selected template
- Click on button to exit from **Template Manager**.

Note:

You can upload template with maximum size 50 MB, and File extensions *.html and *.htm are allowed.

3.10.2.7 Table

HTML Editor offers two ways for creating tables. The best approach in each particular situation depends on your preferences and the table complexity. For simpler tables we recommend the click-and-drag **Table Builder**, whereas, for more complex tables the **Table Wizard** is more appropriate.

Inserting a table from other Applications

Inserting a table from applications into the HTML Editor is an easy copy-paste operation. Most of the formatting is preserved, including borders, text, numbers and cell color. Formulae, however, will not be pasted.

Toggle Table Borders

If you have created a table that has no borders by default, you can switch on the auxiliary borders. They are not saved in the content but only help you locate and work with your table. You can toggle the auxiliary borders using the  on the toolbar.

Creating Table using Table Builder

Click on  button from the toolbar to add table. Drag the mouse cursor to select the number of rows and columns for the table to add table with selected number of rows and column.

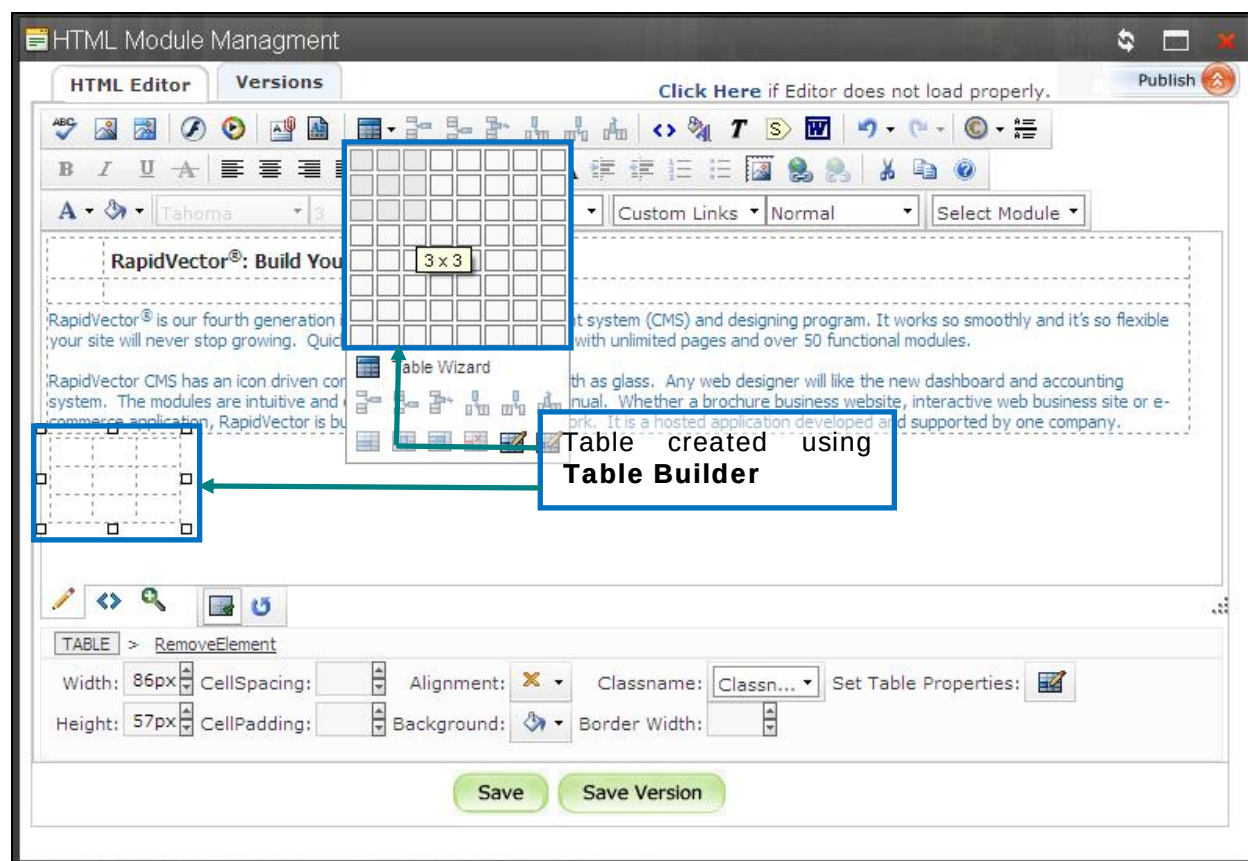


Figure 16 – Add Table using Table Builder

In **HTML Editor** while you add a table, its basic properties will appear at the bottom of the editor.

- **Width:** Enter table **Width** in pixel
- **Height:** Enter table **Height** in pixel
- **Cellspacing:** Enter **Cellspacing** in pixel. Cell spacing will add space between two cells
- **Cellpadding:** Enter **Cellpadding** in pixel. Cell padding will remove space between two cells
- **Alignment:** Select **Alignment** from the list as Left, Right or Center. It will arrange the table position on the screen
- **Background color:** Select **Background Color** from the pallet. It will apply to table
- **Classname:** Select **CSS Class** from the list. It is predefined classes to design table
- **Border Width:** Enter **Border Width** to apply.

Creating Table using Table Wizard

Click on **Table Wizard** button to set the table properties. **Table Wizard** screen will open. Table wizard screen has four tabs:

- Table Design
- Table Properties
- Cell Properties
- Accessibility.

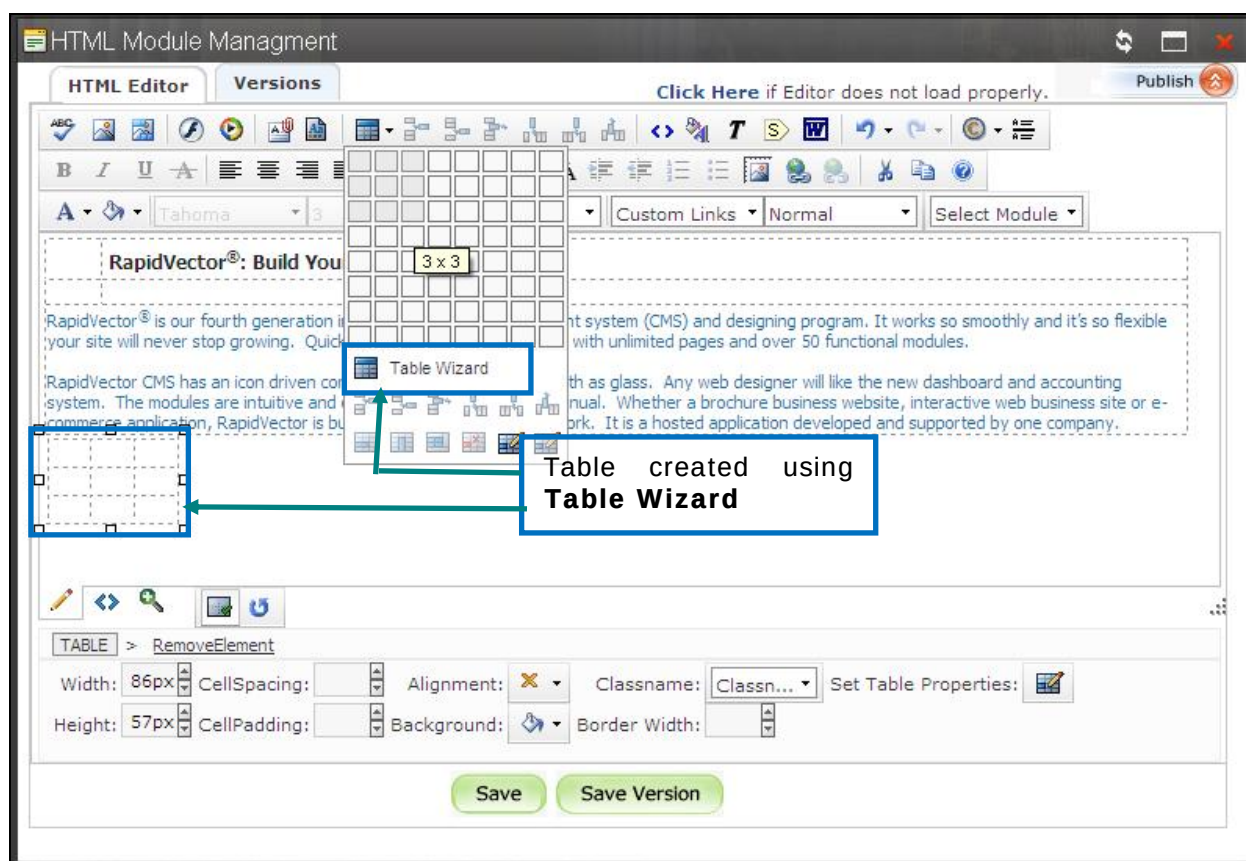


Figure 17 – Add Table using Table Wizard

Table Design

From **Table Design** you can add or remove rows and columns in the table. You can also set the row spam and column spam.

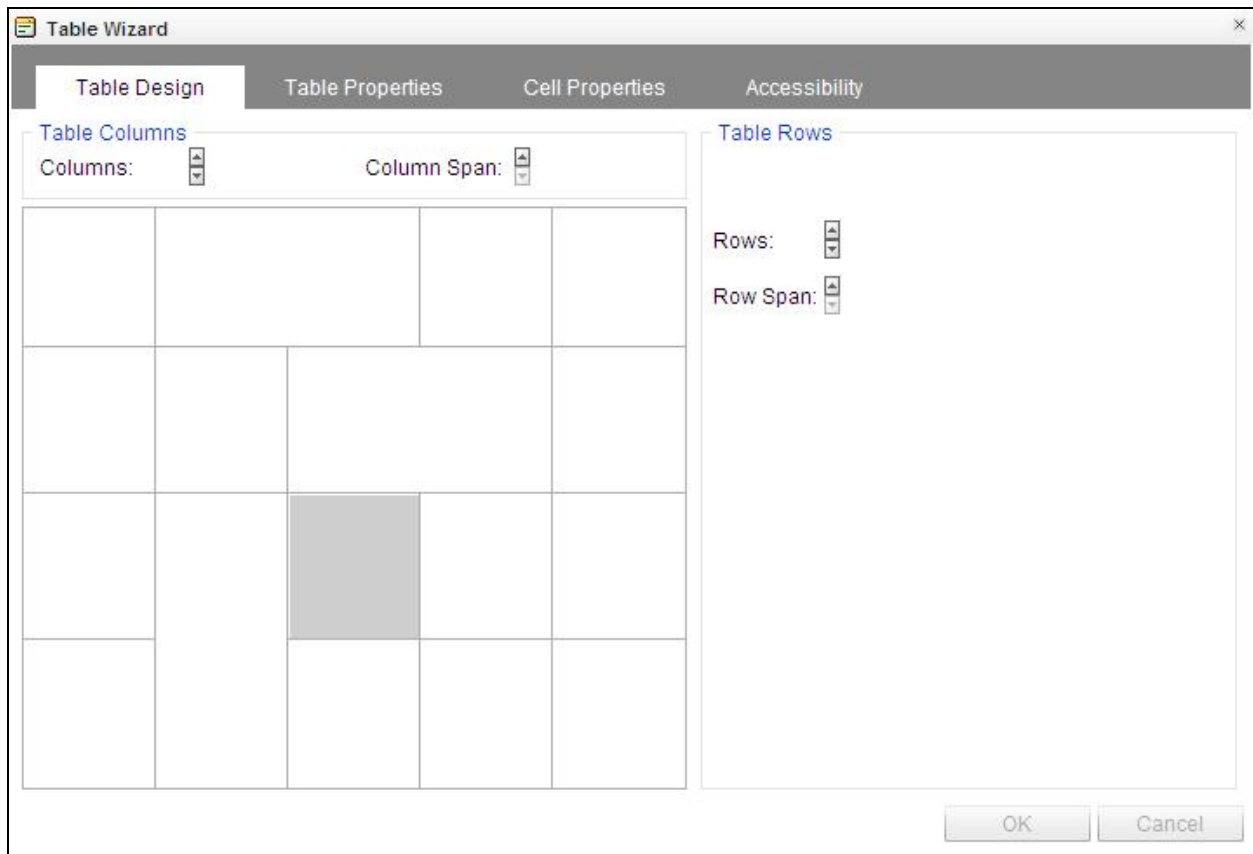


Figure 18 – Table: Table Design

Table Properties

From **Table Properties** you can set the table dimensions, layout, and border and add background image and CSS in the table. You can also click on  button from **Insert Table Wizard** or from the bottom of the HTML editor to set the table properties. Right-click inside an existing table, select **Table Properties** from the context menu. **Table Properties** screen will open.

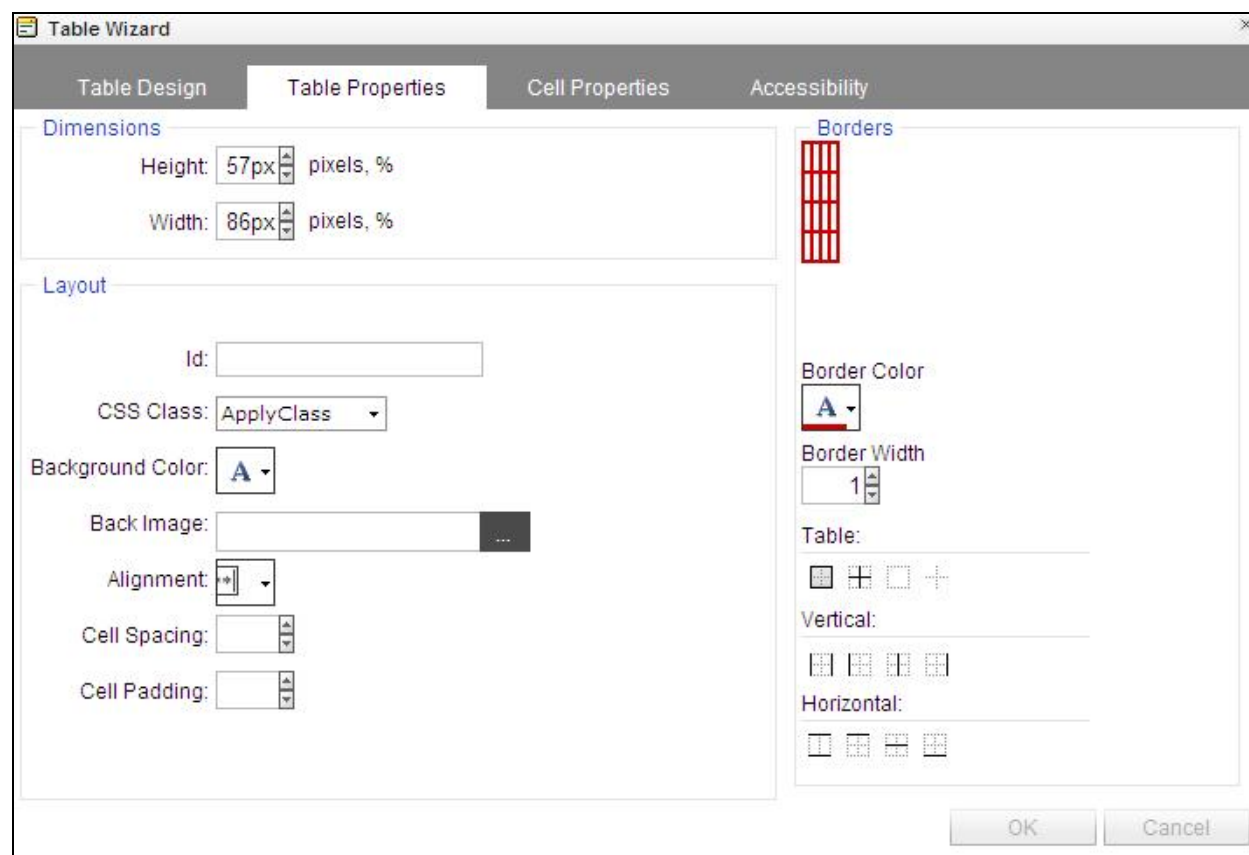


Figure 19 – Table: Table Properties

- **Dimensions:** Enter table **Width** and **Height** pixel in percentage
- **Layout:**
 - Enter **ID** of the table
 - Select **CSS Class** from the dropdown list
 - Select **Background Color** from the color pallet
 - Select **Back Image**
 - Set table **Alignment** at left, right or center
 - Set **Cell Spacing** by clicking on arrow keys
 - Set **Cell Padding** by clicking on arrow keys
- **Border:** From **Border** you can set the table border
 - Click on different border position of sample layout
 - Select **Border Color** from the color pallet
 - Set **Border Width** by clicking on arrow keys
 - Set border by selecting.

Cell Properties

From **Cell Properties** you can set the cell properties. You can also click on  button from **Insert Table Wizard** to set the cell properties. Right-click a table cell, select **Cell Properties** from the context menu. **Cell Properties** screen will open.

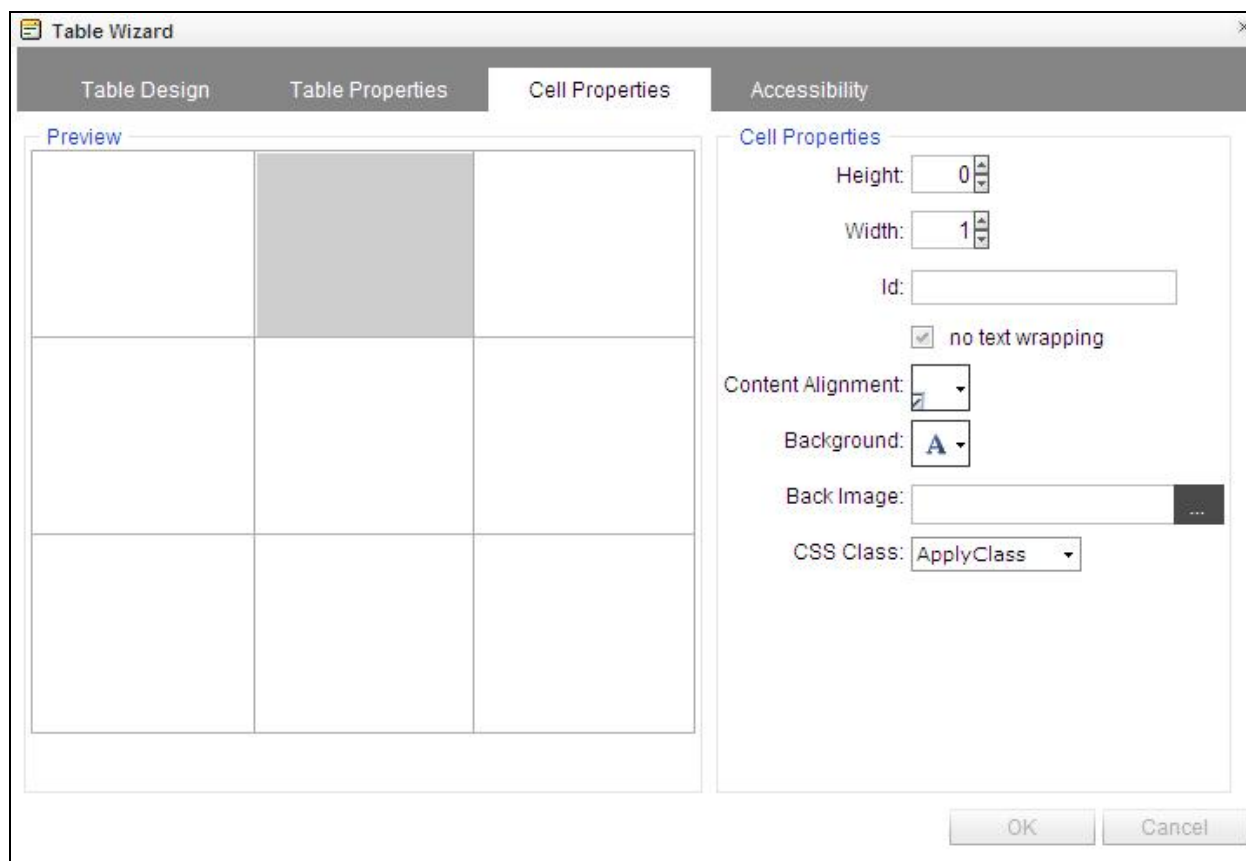


Figure 20 – Table: Cell Properties

- Select the cell by clicking on the cell
- Enter cell **Height**
- Enter cell **Width**
- Enter **ID** of the table. Click on check box to remove word wrapping
- Set **Content Alignment** at left, right or center of the cell
- Select **Background** color from the color pallet
- Select **Back Image**
- Select **CSS Class** from the dropdown list.

Accessibility

The narrative software uses the information from the **Accessibility** table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired vision can see those Tooltips as they hover over the cells with the mouse. You can create a "Section 508"-compliant table with the Table Wizard. Alternatively, you can convert an existing table to a "Section 508"-compliant table using the Table Properties context menu.

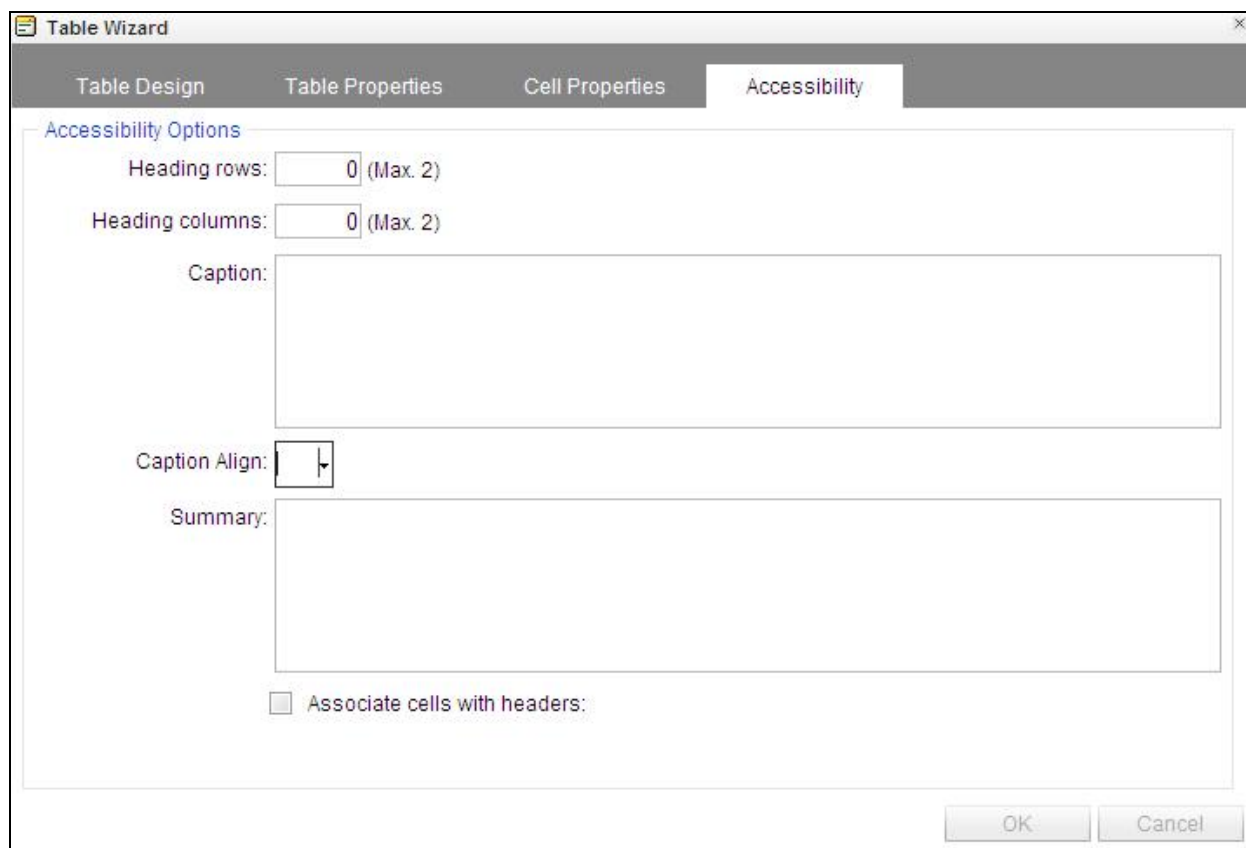
The screenshot shows the 'Table Wizard' dialog box with the 'Accessibility' tab selected. The 'Accessibility Options' section contains the following fields: 'Heading rows' with a value of 0 and '(Max. 2)' in parentheses; 'Heading columns' with a value of 0 and '(Max. 2)' in parentheses; a 'Caption' text area; 'Caption Align' with a dropdown menu showing 'Right'; a 'Summary' text area; and an unchecked checkbox labeled 'Associate cells with headers:'. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 21 – Table: Accessibility

- **Heading Rows:** Enter number of heading row(s). A maximum of 3 heading rows can be added
- **Heading Columns:** Enter number of heading column(s). A maximum of 3 heading columns can be added
- Enter **Caption** in the text area
- Set **Caption Alignment** at left, right or center
- Enter **Summary** in the text area
- Click on check box to **associate cells with headers**.

Inserting / Deleting Rows and Columns

Once you have created a table, you can easily add or delete rows and columns from toolbar or right click menu.

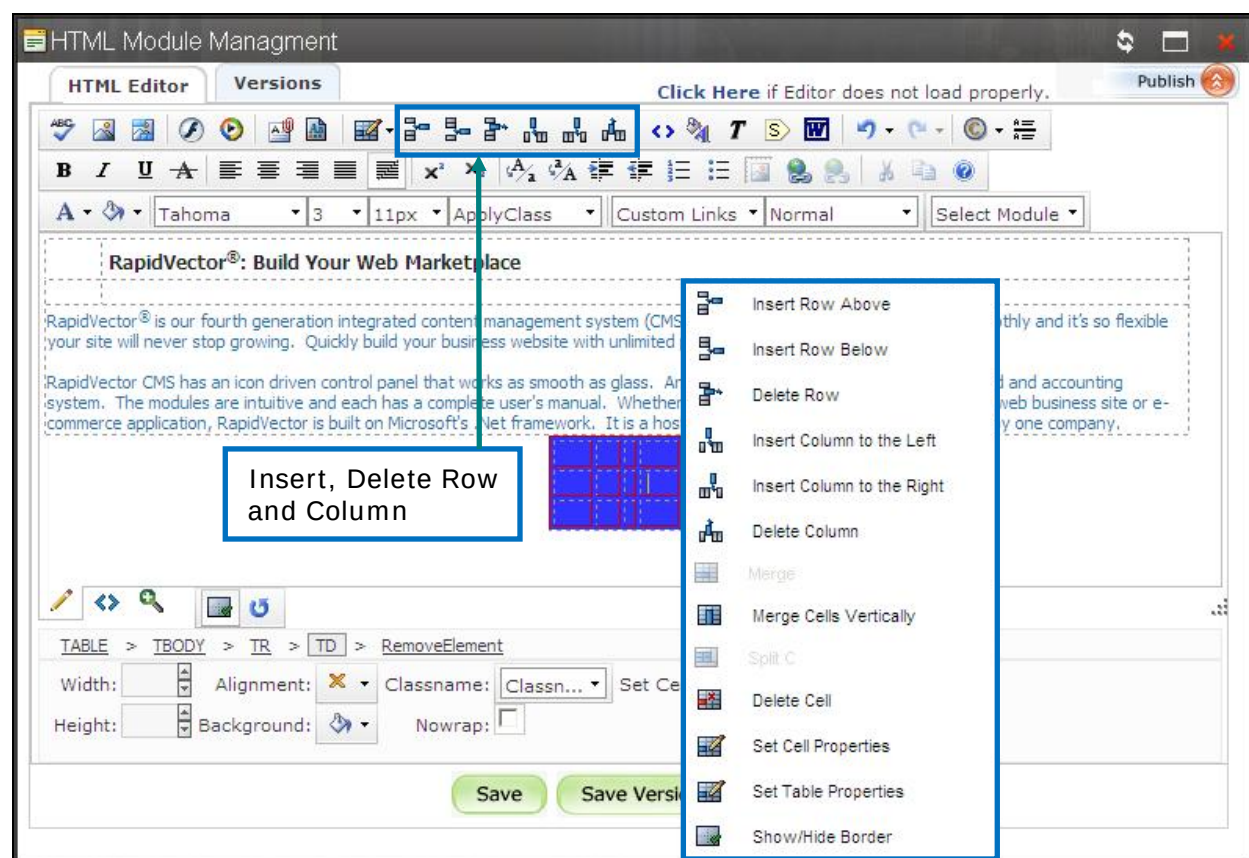


Figure 22 – Table: Right Click Menu

To insert a new row:

- Click on  button to insert row above
- Click on  button to insert row below

To insert new column:

- Click on  button to insert column to the left
- Click on  button to insert column to the right

To delete rows or columns, simply place the cursor in the respective row/column and select Delete Row/Column.

- Click on  button to delete row
- Click on  button to delete column.

Merging / Splitting / Delete Cells

To merge a cell with the adjacent cell:

- Select the cell
- Right-click to open the context menu
- From the menu, select  button to merge cells horizontally
- From the menu, select  button to merge cells vertically.

To split a cell that has previously been merged:

- Select the cell
- Right-click to open the context menu
- From the menu, select  button to split cell.

To delete a cell:

- Select the cell
- Right-click to open the context menu
- From the menu, select  button to delete cell.

Resizing Tables

You can resize an existing table in two ways: By specifying dimensions in the Table Properties tab or by direct drag-and-drop.

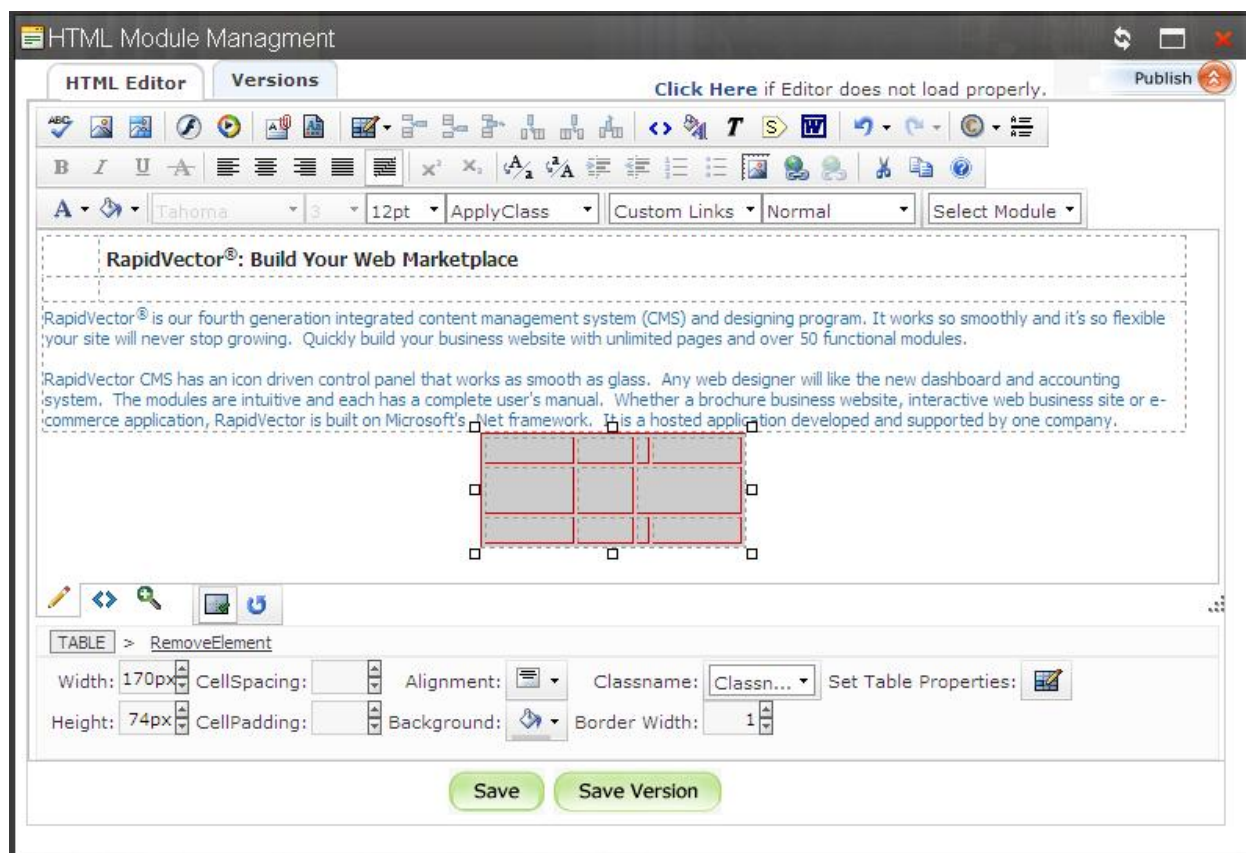


Figure 23 – Table: Resizing Table

To resize a table with a drag-and-drop:

- Click the table border to select the whole table. Eight small squares will be shown in the outer area of the table
- You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells that do not have exact dimensions (specified in pixels) will be resized evenly to accommodate the new table size.

Formatting Tables with CSS Classes

CSS class provides an easy and consistent way for formatting tables. In order to use the CSS Class, you have to first create the table and then open the **Table Properties** screen to apply the predefined CSS class. To apply a CSS class to a table or an individual cell:

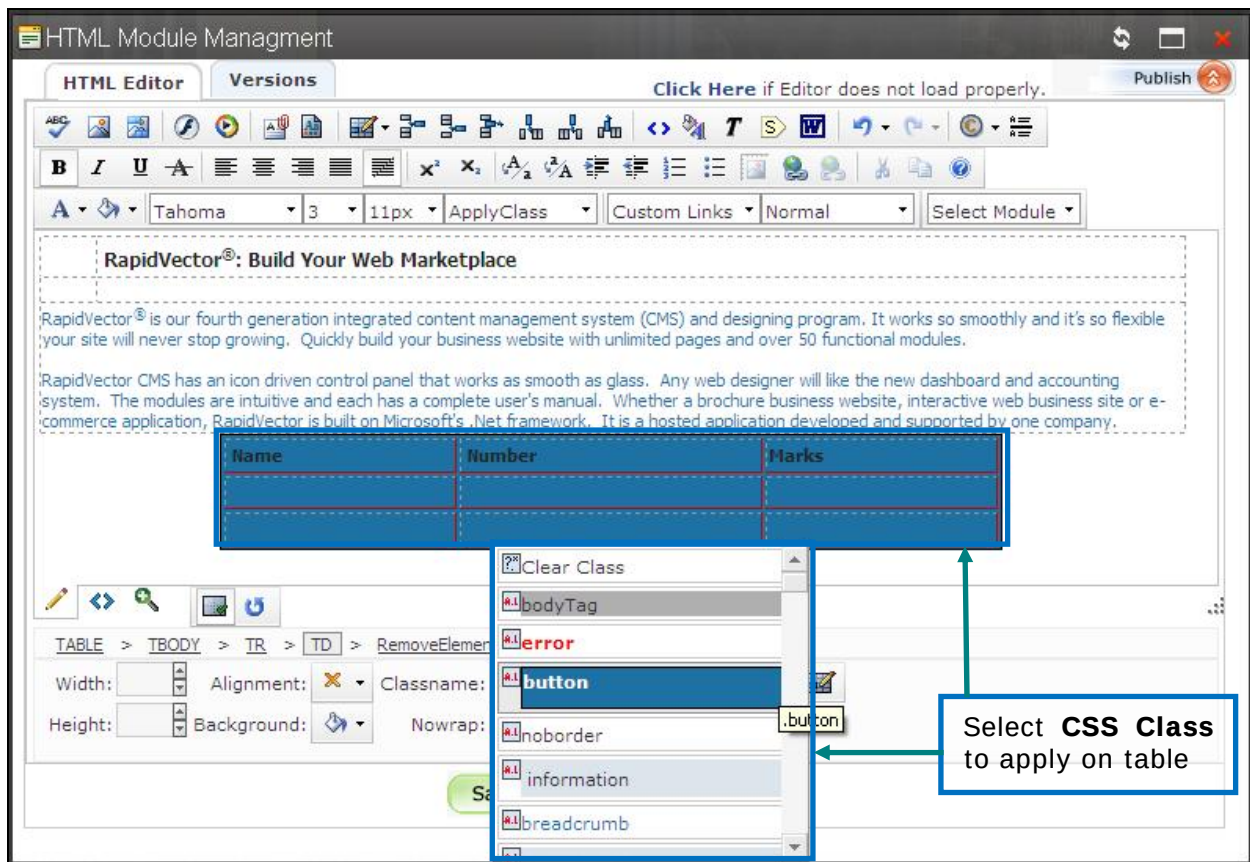


Figure 24 – Table: Apply CSS Class

- Click the table/cell. Right-click to open the context menu
- From the menu, click **Set Table /Cell Properties**. Table/Cell Properties screen will open
- Select the **CSS class** from the dropdown list at the bottom of the screen.

3.10.2.8 Symbols

Click on  button to insert special character from the dropdown list. You can insert special characters like € ®, ©, ±, etc.

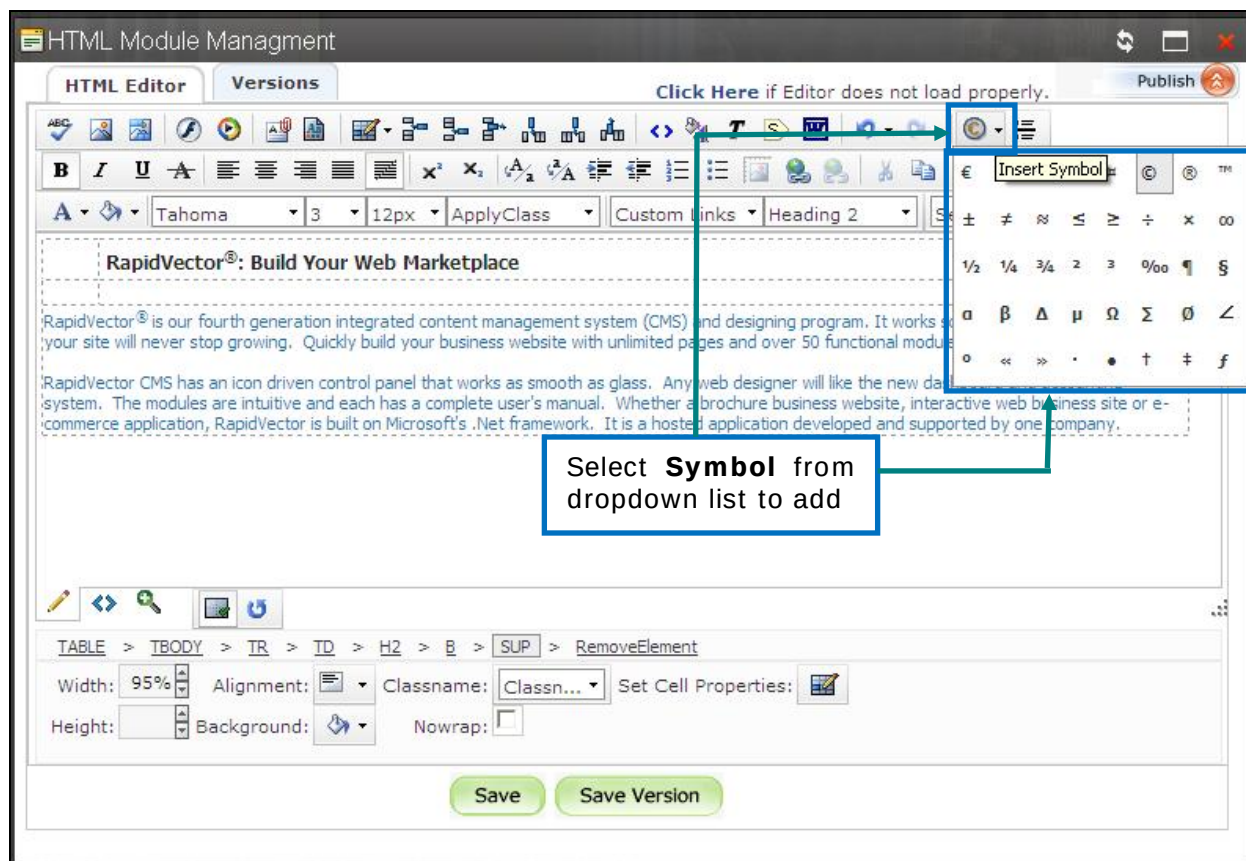


Figure 25 – symbols

3.10.2.9 Hyperlink Manager

Click on  button to add hyperlink on the site. **Hyperlink Manager** screen will open. You can manage hyperlink, anchors and email links from this screen. Shortcut key for adding hyperlink is **Ctrl+K**.

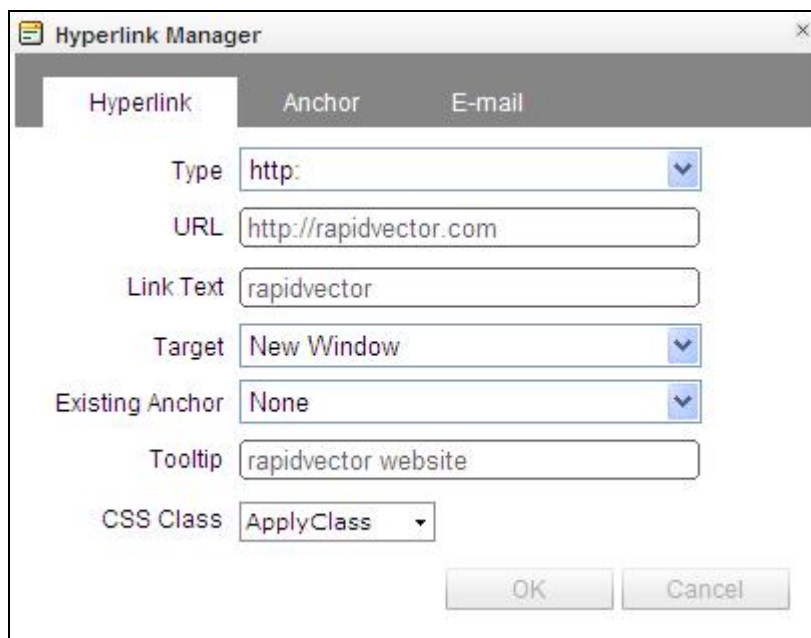


Figure 26 – Hyperlink Manager: HyperLink

Insert a Hyperlink

- Select the link **Type** from the dropdown list
- Enter **URL** name in the text box
- Enter the **Link Text** in the text box
- Select the link open **Target** from the list
- Select **Existing Anchor** from the dropdown list. If any anchor is already added, then it will appear in the list
- Enter **Tooltip** for the hyperlink in the text box. A hyperlink can be interpreted by the narrative software if you specify an additional description in the Tooltip field
- Select **CSS Class** from the dropdown list.

Modifying a Hyperlink

- Click inside the hyperlink (or in the image if you have an image link)
- Right-click to open the context menu and click on **Set Link Properties** button.
Alternatively, click on  . **Hyperlink Manager** screen will open
- Modify the hyperlink attributes (URL, tooltip, etc.)

Remove a Hyperlink

- Select the text or image that has been set as a hyperlink

- Right-click to open the context menu and click on **Remove Link** button. Alternatively, click on  button from the toolbar. Shortcut key for removing hyperlink is **Ctrl+Shift+K**.

3.10.2.10 Anchor

The **Anchor** function is particularly helpful if you have a very long web page. With this function, you can jump from one section of the page to another. In other words, the anchor is used for hyperlinks that lead to the same page or a particular place in another page. The anchor defines the destination to which a hyperlink must lead. You can create a hyperlink and point it to that anchor. Click on  button to add anchor name. **Hyperlink Manager** screen will open. Enter anchor **Name** in the text box.

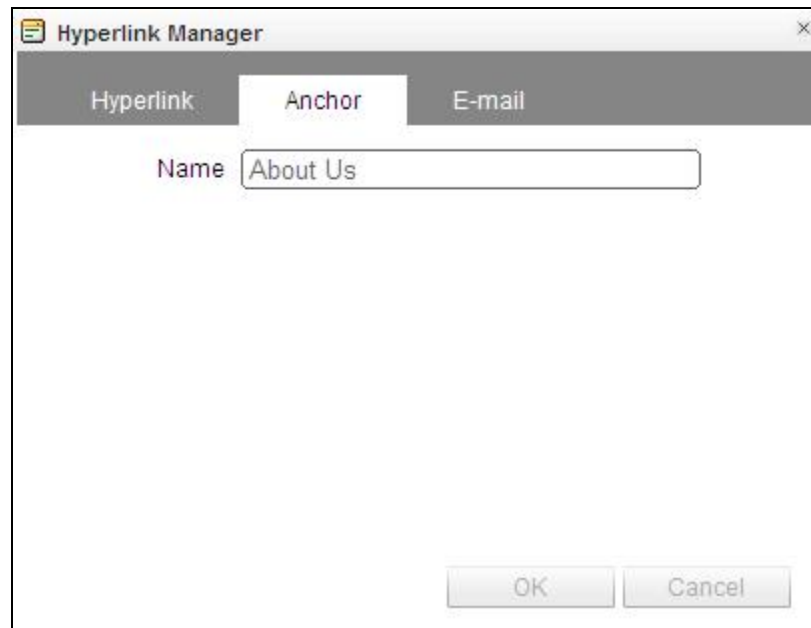
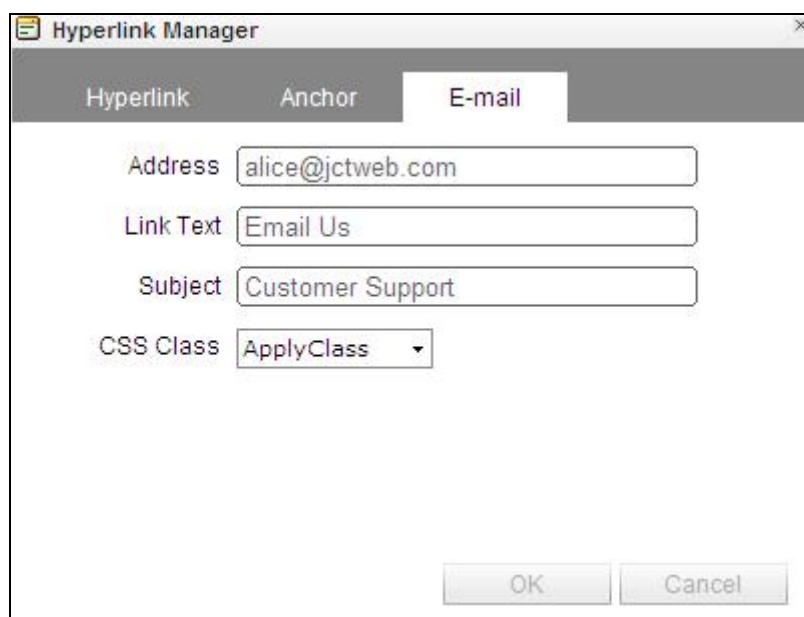


Figure 27 - Anchor

3.10.2.11 Email Link

E-mail Link opens the default e-mail application on your machine and prompts you to send a message to the provided addressee. When creating e-mail links, you can also specify default subject for the message (e.g. "Request for information"). Click on  button to add email link. **Hyperlink Manager** screen will open.



The screenshot shows a dialog box titled "Hyperlink Manager" with three tabs: "Hyperlink", "Anchor", and "E-mail". The "E-mail" tab is selected. It contains four input fields: "Address" with the value "alice@jctweb.com", "Link Text" with the value "Email Us", "Subject" with the value "Customer Support", and "CSS Class" with a dropdown menu showing "ApplyClass". At the bottom right are "OK" and "Cancel" buttons.

Figure 28 – Email

- Enter **Address** in the text box
- Enter **Link Text** in the text box
- Enter **Subject** of the email in the text box
- Select **CSS Class** from the dropdown list.

3.10.2.12 Custom Link

In some cases **HTML** Editor may be configured to display and insert a set of frequently-used links. Such links may be all the web pages of a site (a.k.a. Internal Links). They will appear in the Custom Links ▾ dropdown list. You can quickly assign a predefined hyperlink to an object and type its URL address. To add predefined **Custom Link**, select link from Custom Links ▾ dropdown list.

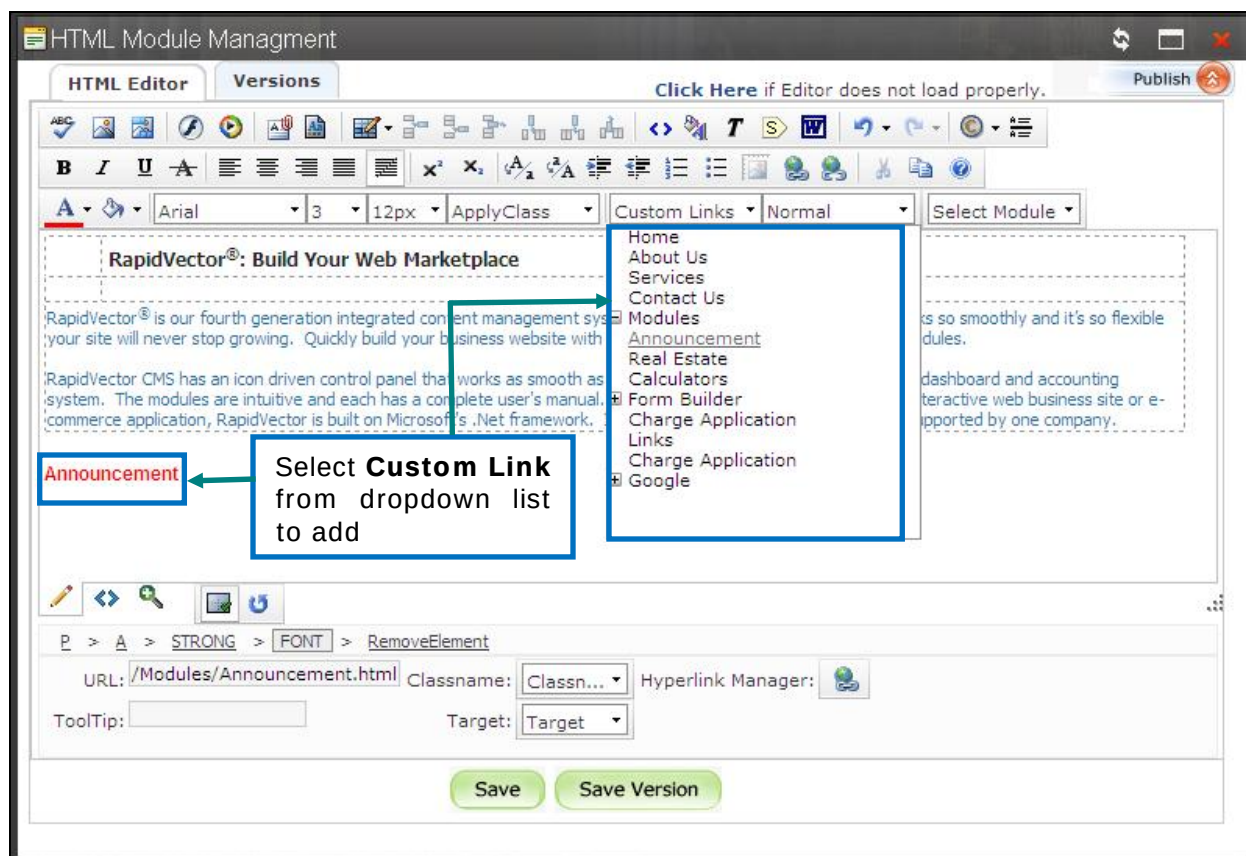


Figure 29 – Custom Link

3.10.2.13 Set Absolute Position

In some cases you may want to position an image absolutely. This will make the image float freely so you can move it around the content with the mouse. To **Set Absolute Position** of selected object, click on  from the toolbar. You can move object.

3.10.3 Formatting Text Appearance

The buttons in this section work on a selected portion of text. For some tools, it is enough to position the mouse cursor in a word to apply the necessary formatting. RapidVector provides you text appearance formatting tools as below:

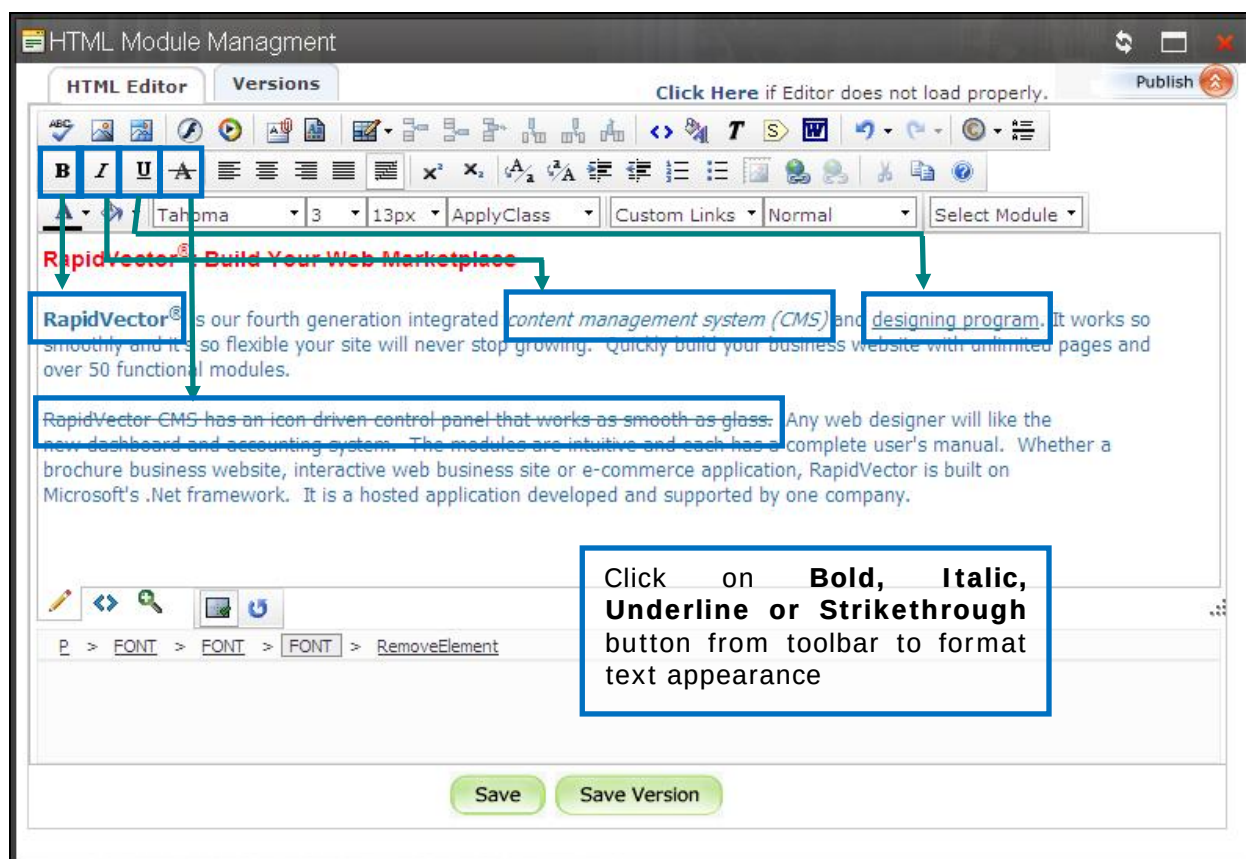


Figure 30 – Formatting Text Appearance: Bold, Italic, Underline and Strikethrough

3.10.3.1 Bold

To apply **Bold** formatting to the selected text, click on **B** button from the toolbar. Shortcut key for bold is **Ctrl+B**.

3.10.3.2 Underline

To apply **Underline** formatting to the selected text, click on **U** button from the toolbar. Shortcut key for underline is **Ctrl+U**.

3.10.3.3 Italic

To apply **Italic** formatting to the selected text, click on  button from the toolbar. Shortcut key for italic is **Ctrl+I**.

3.10.3.4 Strikethrough

To apply **Strikethrough** formatting to the selected text, click on  button from the toolbar.

3.10.3.5 Super Script

To **Super Script** selected text click on  button from the toolbar.

3.10.3.6 Sub Script

To **Sub Script** selected text click on  button from the toolbar.

3.10.3.7 Case Conversations

- **Convert to Upper Case:** To convert selected text into upper case, click on  button from the toolbar
- **Convert to Lower Case:** To convert selected text into lower case, click on  button from the toolbar.

3.10.3.8 Strip Formatting

Copying formatted text from Microsoft Word, Internet explorer and other applications is straightforward. Once you have pasted the formatted text in the editor, you can remove the Word specific formatting that is not suitable for the web. There are five different types of strip formatting available:

- **Strip All Formatting:** To strip all formatting select text and click on  button
- **Strip CSS Formatting:** To strip CSS formatting select text and click on  button
- **Strip Font Elements:** To strip font element select text and click on  button
- **Strip Span Elements:** To strip span element select text and click on  button
- **Strip Word Formatting:** To strip word formatting select text and click on  button.

3.10.3.9 Font

- **Foreground Color:** To change the **Font Color** of the selected text click on  button from the toolbar

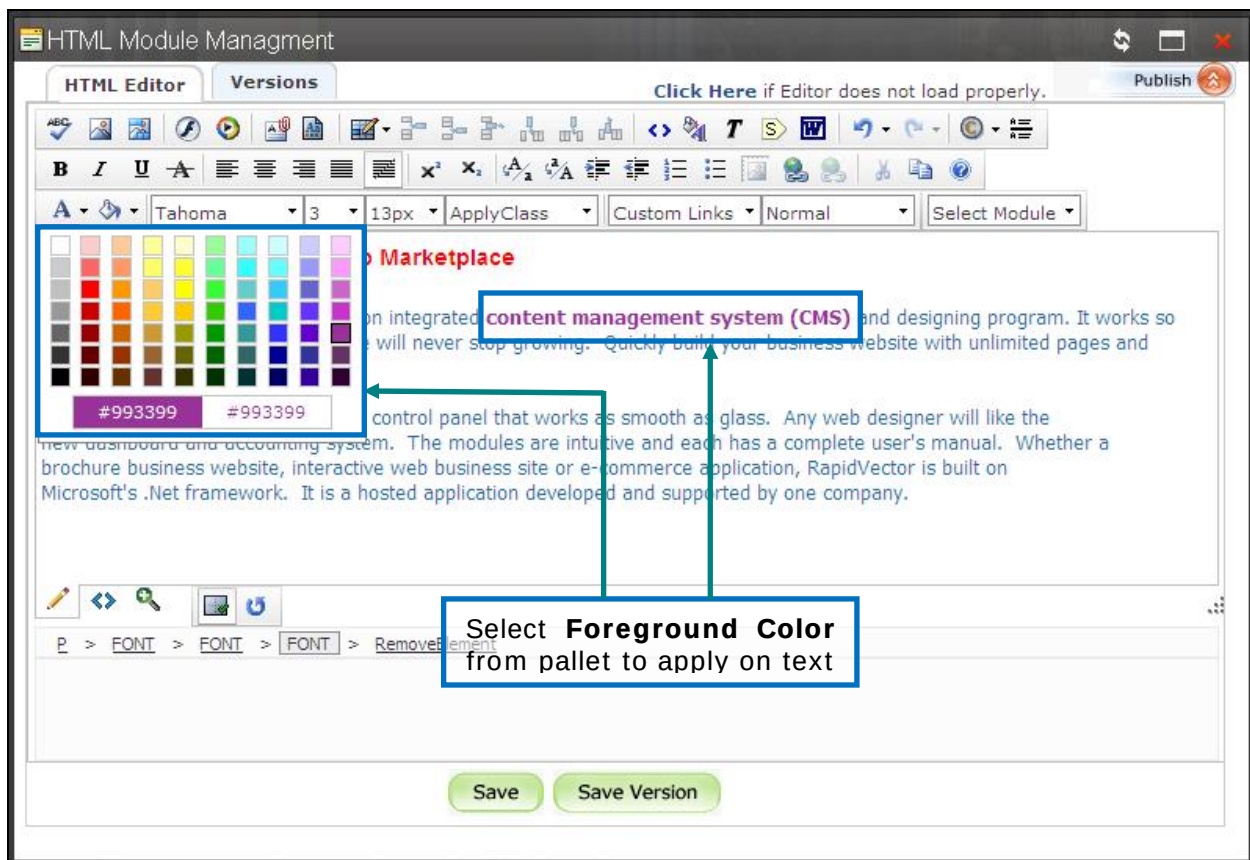


Figure 31 – Foreground Color

- **Background Colors:** To change the **Background Color** of the selected text click on  button from the toolbar

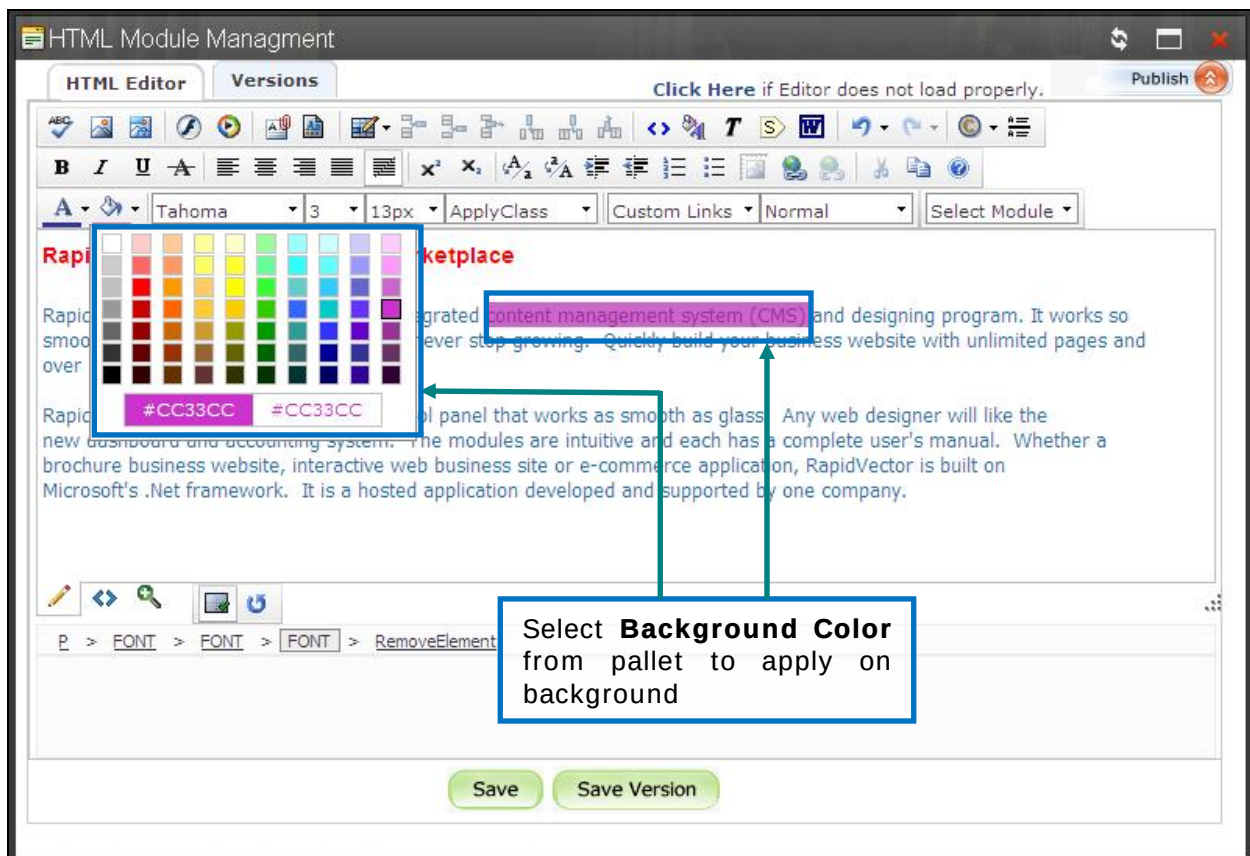


Figure 32 – Background Color

- **Font Type:** To change the **Font Face Type** of the selected text, select font type from dropdown list

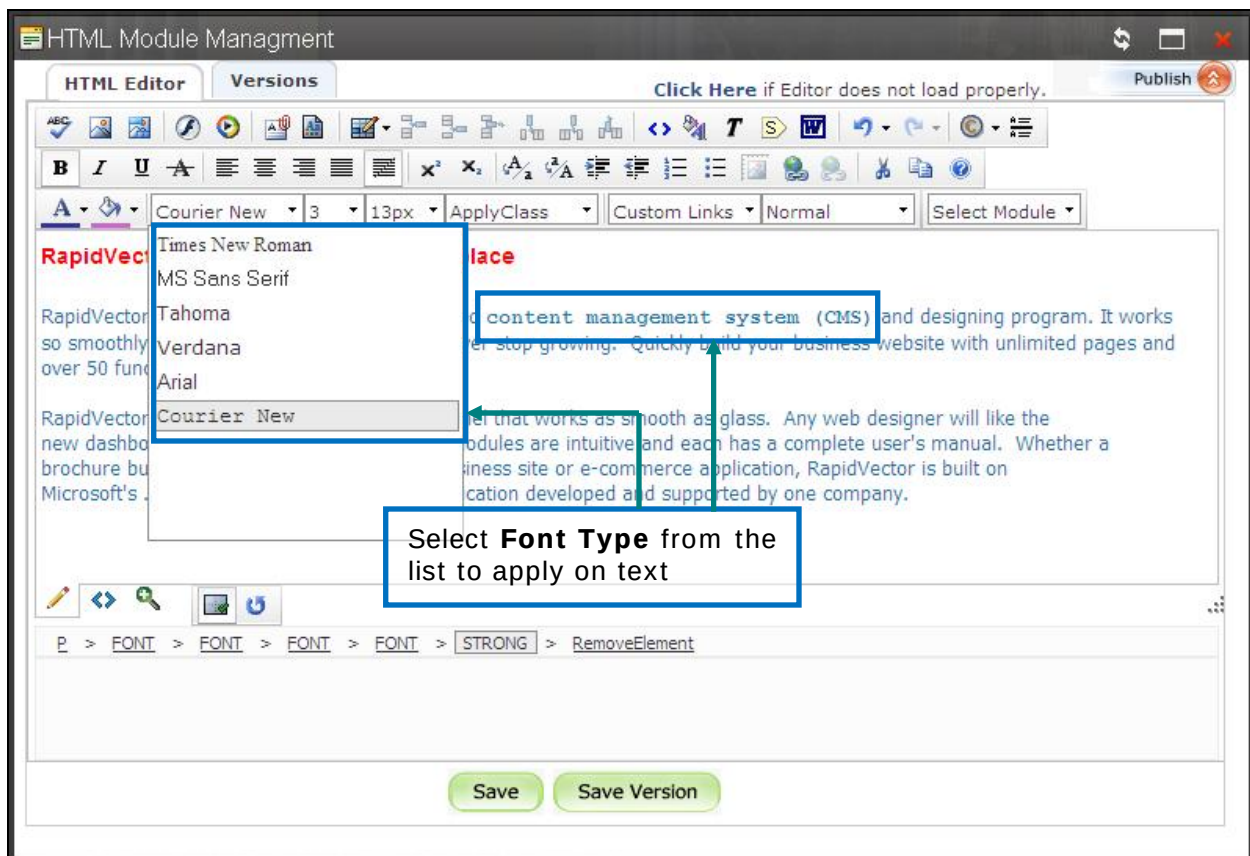


Figure 33 – Font Face Type

- **Font Size:** To change the **Font Size** of the selected text, select font size from dropdown list

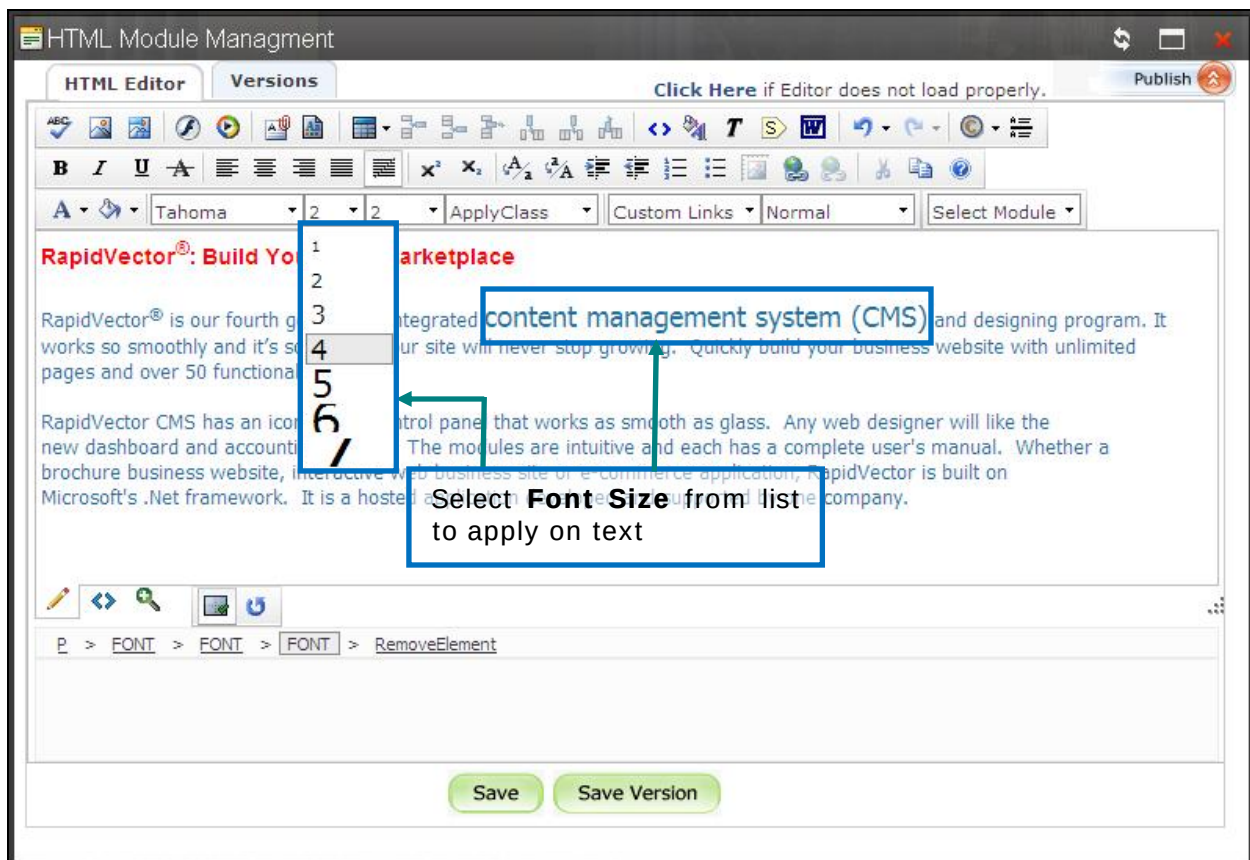


Figure 34 – Font Size

- **Real Font Size:** To change the **Real Font Size** of the selected text, select font size from dropdown list.

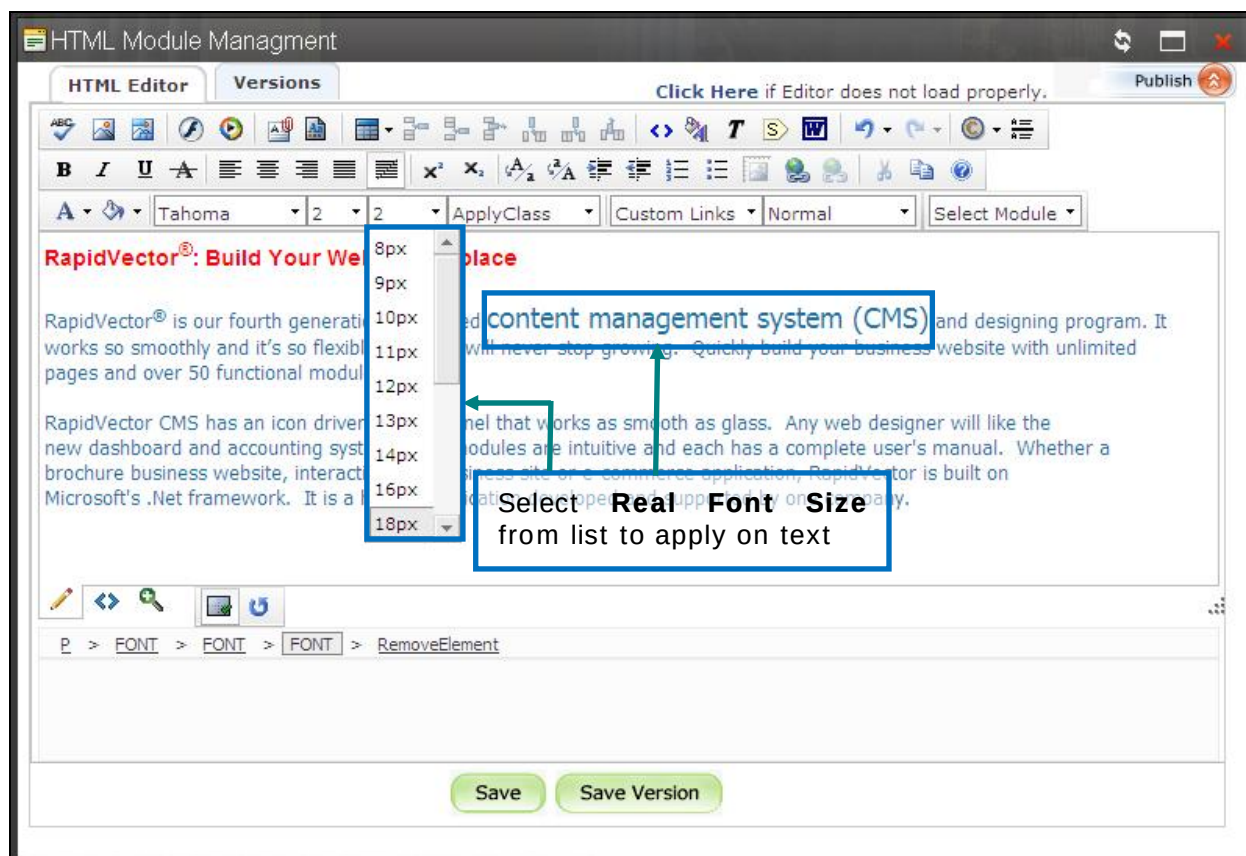
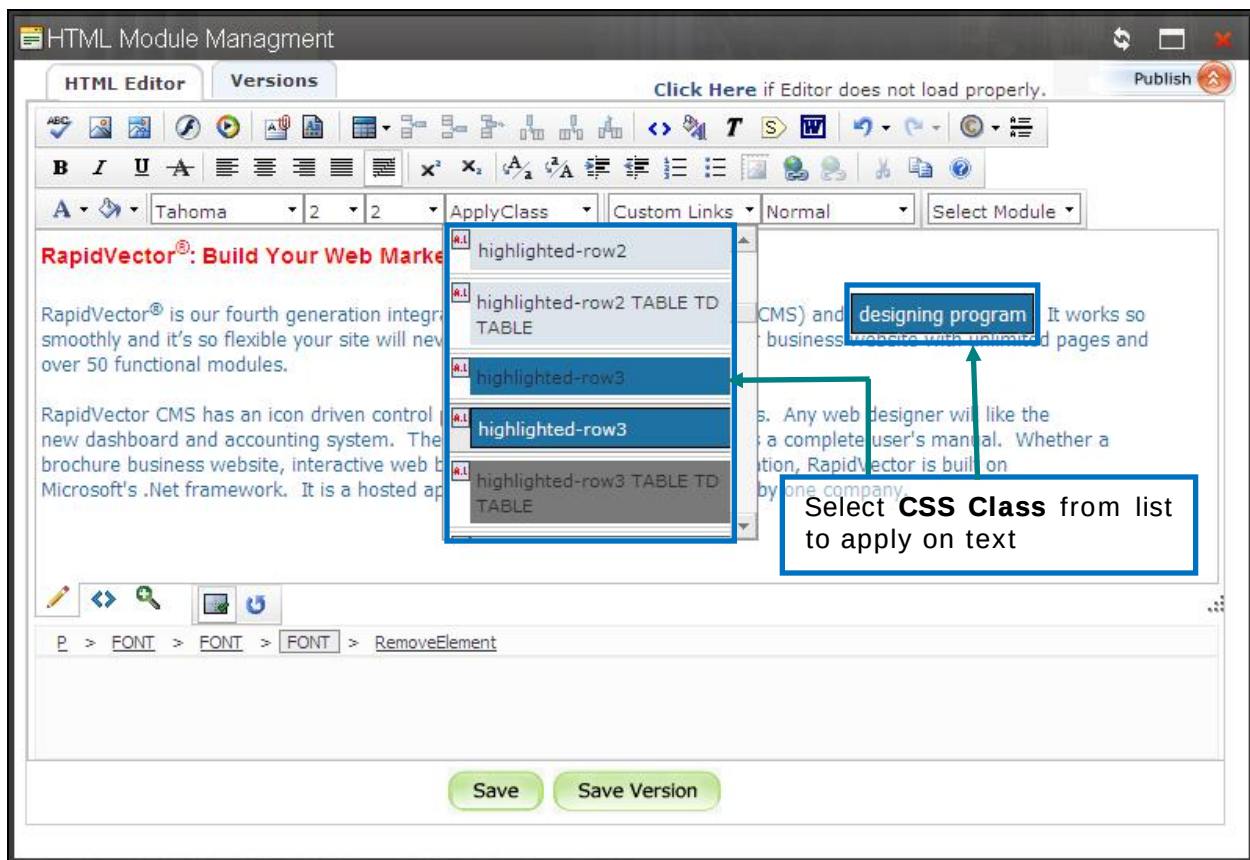


Figure 35 – Real Font Size

3.10.3.10 Apply CSS Class

Predefined CSS classes are used to ease the process of formatting. To apply predefined CSS Style to selected text, select **CSS Class** from the dropdown list.

To clear an activated CSS Class is as easy as applying it. To clear the CSS class, select the text and select **Clear Style** from ApplyClass dropdown list.

**Figure 36 – Apply CSS Class**

3.10.4 Formatting Paragraphs and Lists

RapidVector provides you paragraph and list formatting tools as below:

3.10.4.1 Paragraph Style

Predefined paragraph styles are used to ease the process of formatting paragraphs. The user can apply consistent paragraph styles to a document. The predefined styles include different heading styles, and other styles defined by the developer. To apply a paragraph style to text, place the cursor within the text, from **Normal** dropdown list, select the style to apply.

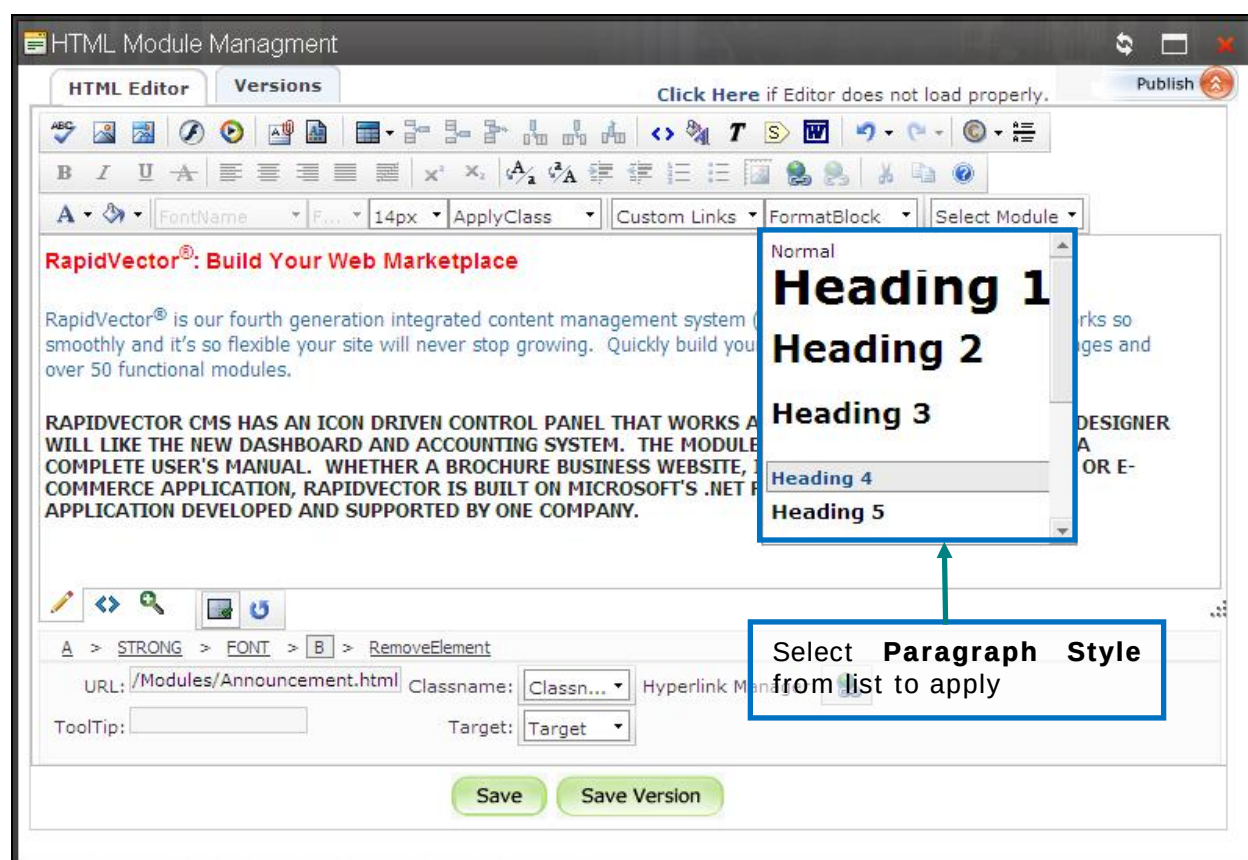


Figure 37 – Paragraph Style

3.10.4.2 Indent / Outdent

To **Indent** paragraph to the right, click on  button from the toolbar. To **Outdent** paragraph to the left, click on  button from the toolbar. The Outdent works only if Indent has been applied.

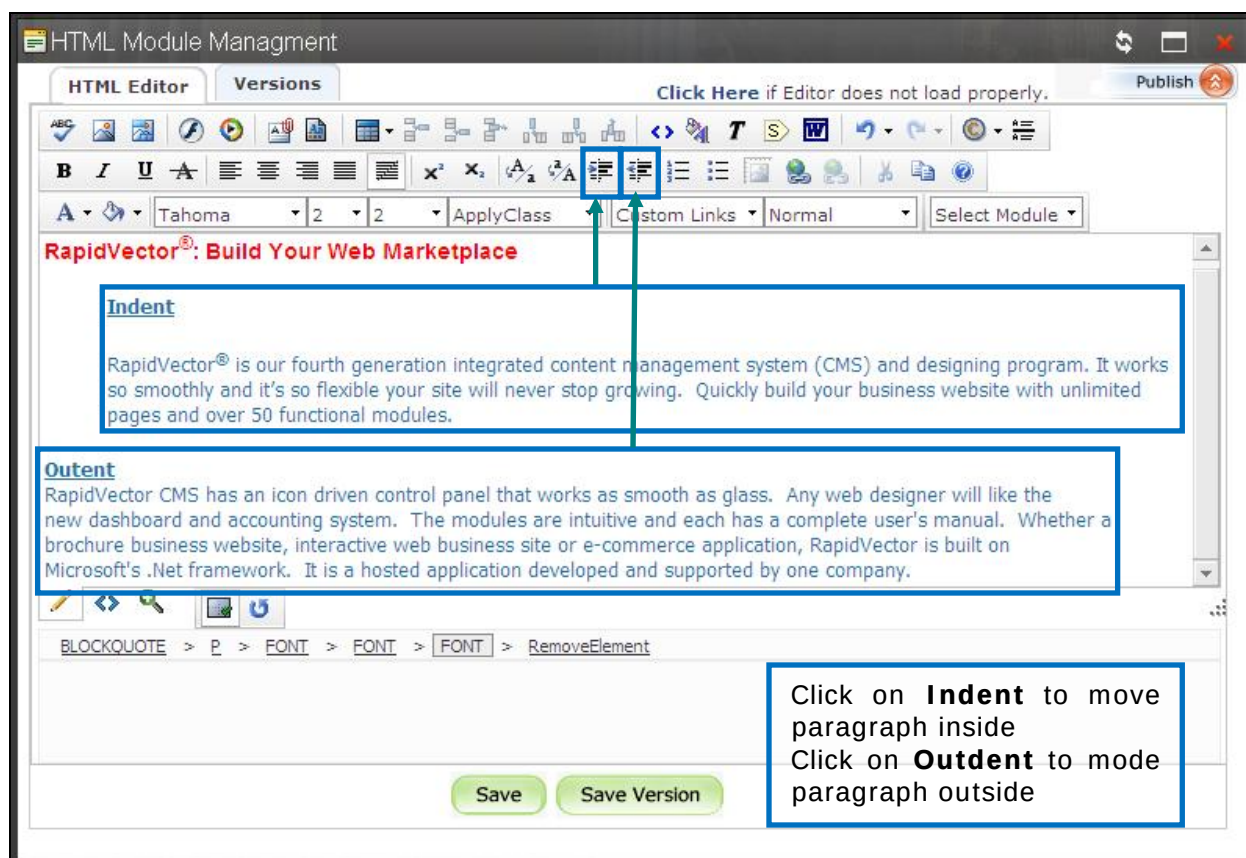


Figure 38 – Indent / Outdent

3.10.4.3 Alignments

You can set the paragraph alignment to left, center, right or justify. Select the text and from the toolbar, click the button for the alignment you want to set.

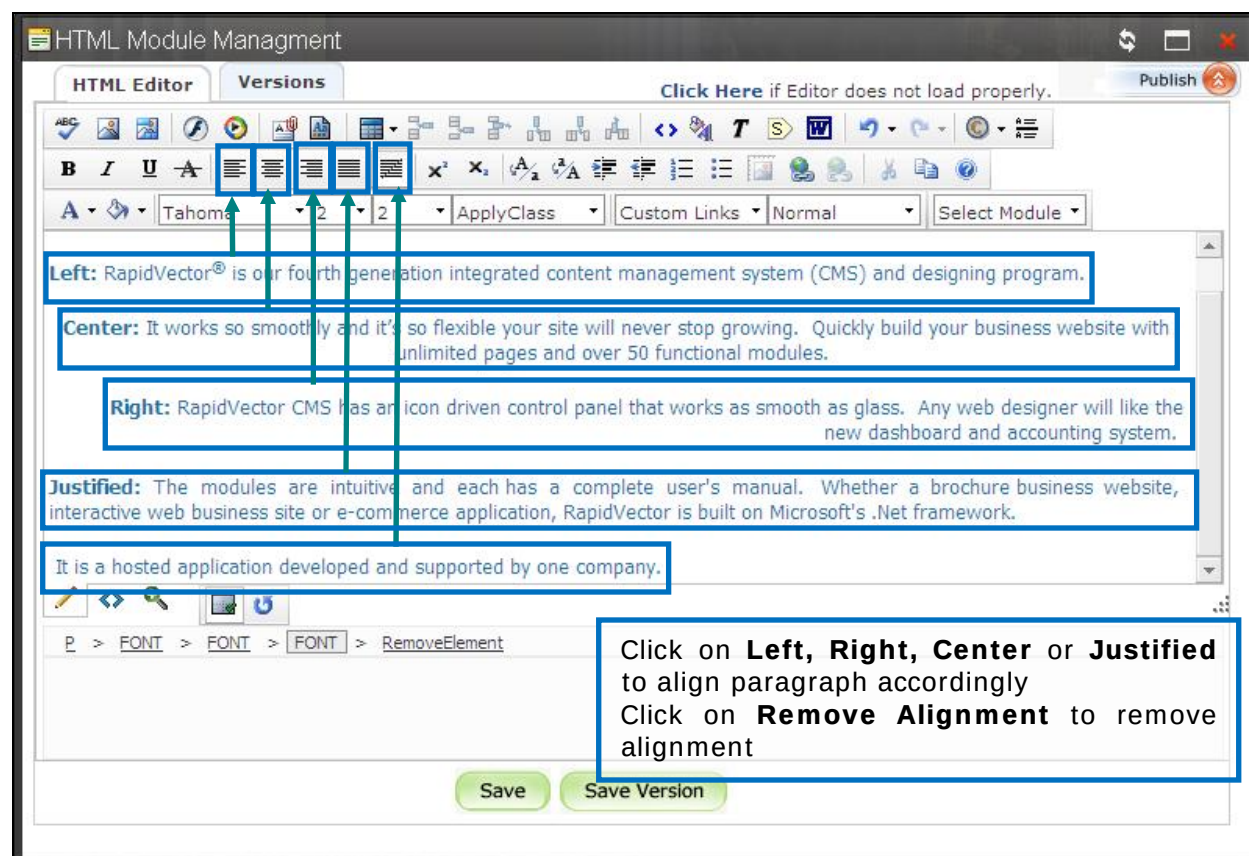


Figure 39 – Alignments

- **Left:** To align selected paragraph to the **Left**, click on  button from the toolbar
- **Center:** To align selected paragraph to the **Center**, click on  button from the toolbar
- **Right:** To align selected paragraph to the **Right**, click on  button from the toolbar
- **Justified:** To **Justify** selected paragraph, click on  button from the toolbar
- **Remove Alignment:** To **Remove Alignment** of selected paragraph, click on  from the toolbar.

3.10.4.4 Listing styles

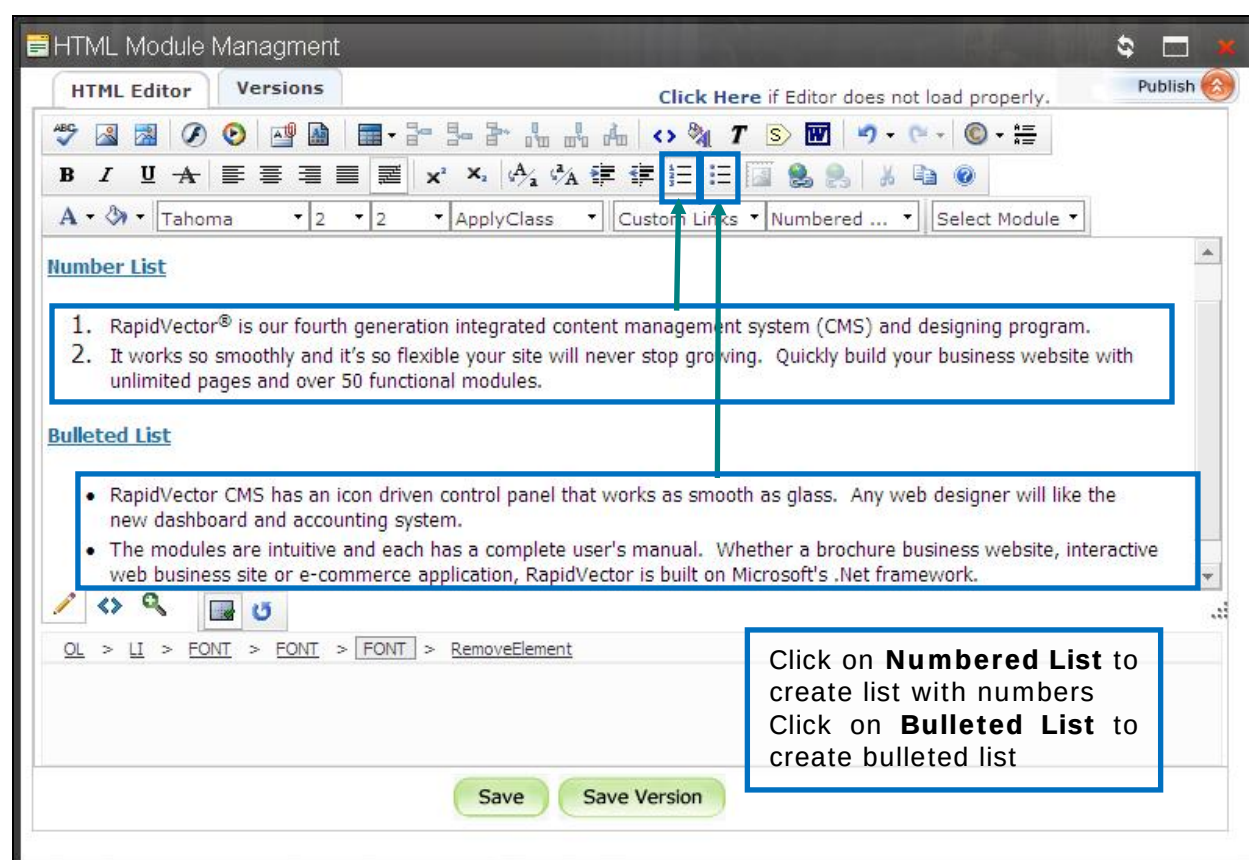
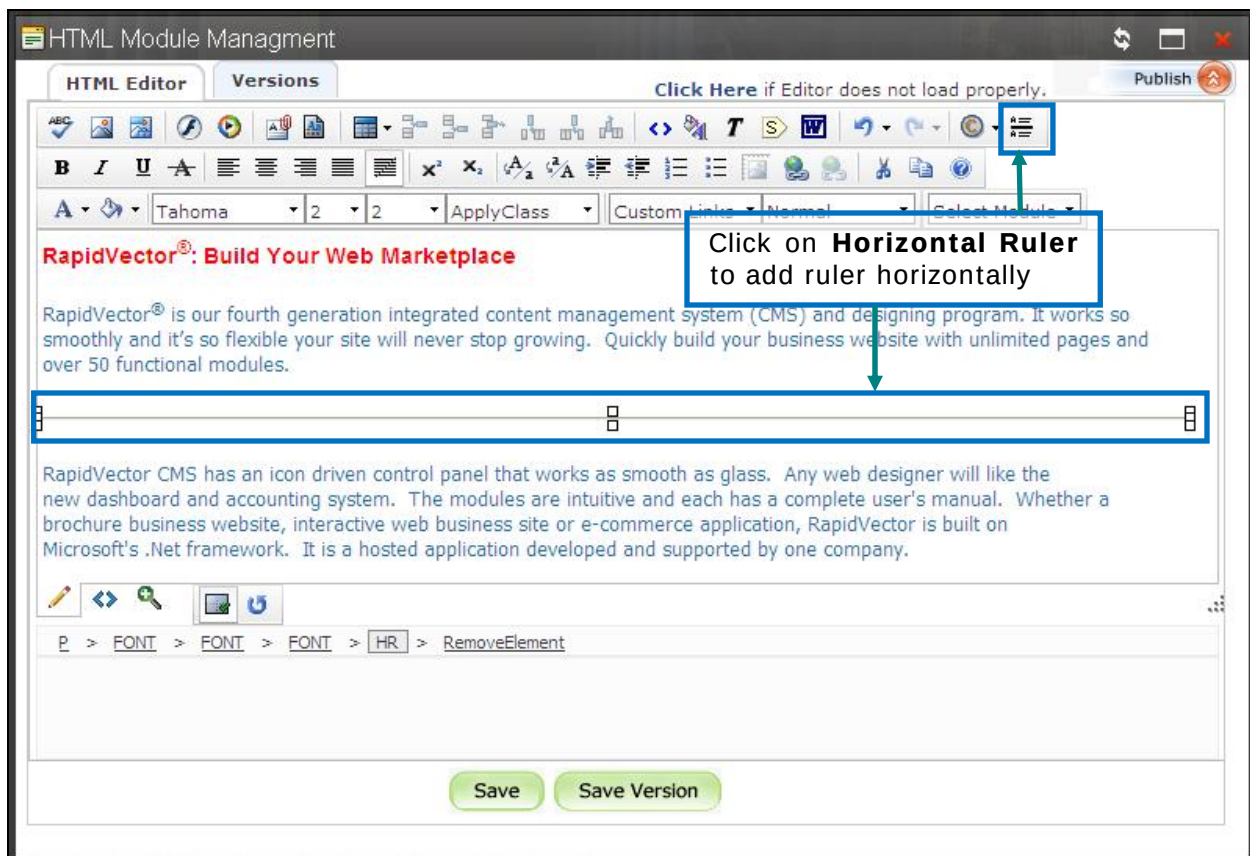


Figure 40 – List Styles

- **Number List:** To create **Number List** of selected text, click on  button from the toolbar
- **Bullet List:** To create **Bulleted List** of selected text, click on  button from the toolbar.

3.10.4.5 Horizontal Ruler

To add **Horizontal Ruler**, click on  button from the toolbar. You can move object.

**Figure 41 – Horizontal Ruler**

3.10.5 Working with Portion of Text

RapidVector provides you some tools to formatting text portion as below:

3.10.5.1 Spell Check

You can check your spelling asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary. The dialog spellchecker works the same way as in Microsoft Word. When launched, the check starts automatically from the beginning of the document. The misspelled words with yellow background in the spellchecker dialog where you can either **Ignore** the suggestion or **Change Manually** the word or **Add to Directory**.

To perform **Spell Checking** in the paragraph, click on  button from the toolbar.

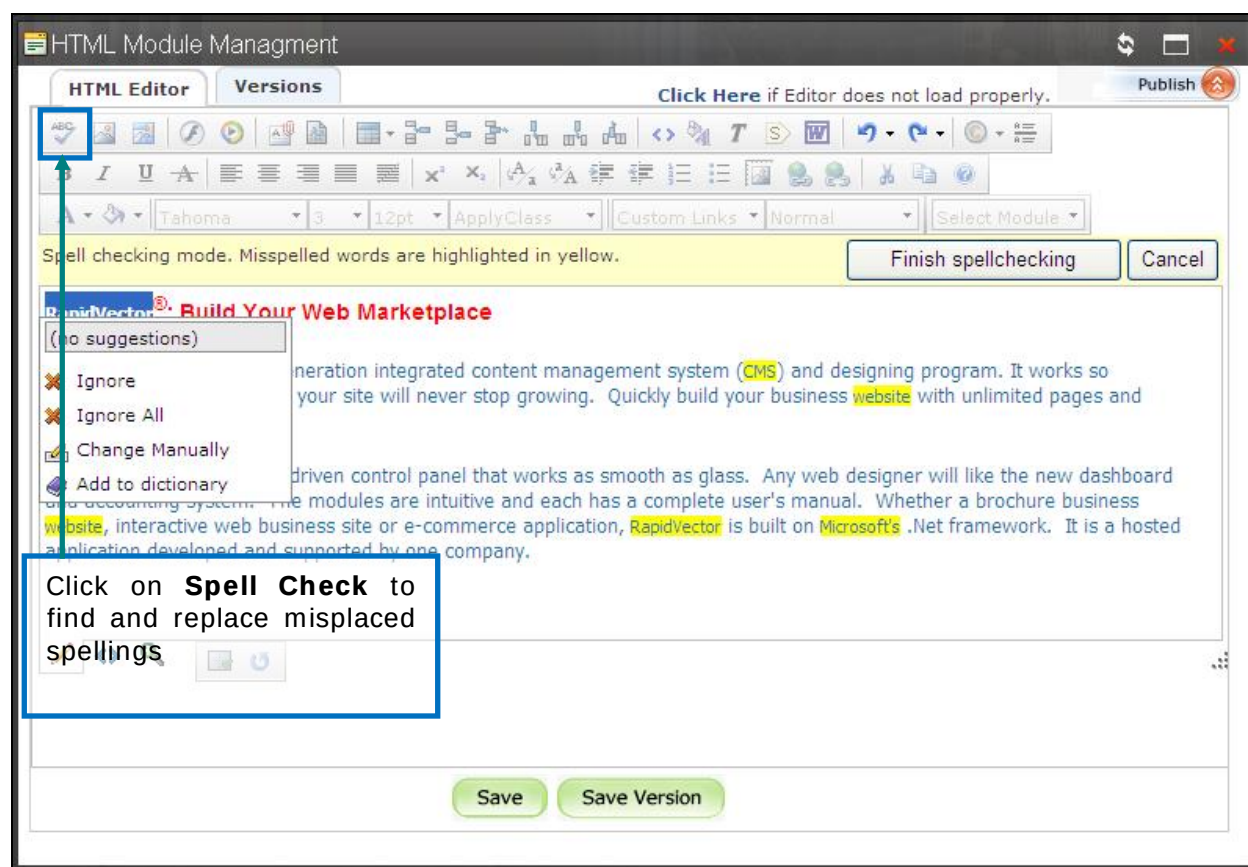


Figure 42 – Spell Checking

3.10.5.2 Cut

To **Cut** the selected text and copies it to the clipboard, click on  button from the toolbar. Shortcut key for cut is **Ctrl+X**. The selected text or image is removed from the page and is

stored in the clipboard for later use. Only the last cut item is stored in the clipboard. This tool is very helpful when you need to relocate a word/text within the page.

3.10.5.3 Copy

To **Copy** the selected text to the clipboard, click on  button from the toolbar. Shortcut key for copy is **Ctrl+C**. Only the last copied item is stored in the clipboard. This tool is very helpful when you need to type the same text many. This way you do not have to type the text over and over. This procedure works for images and/or tables.

3.10.6 General

RapidVector provides you some general formatting tools as below:

3.10.6.1 Help

Click on  button to get help regarding toolbar buttons. **Help** screen will open.

3.10.6.2 Redo

To **Redo** the last action, click on  button from the toolbar. Shortcut key for redo is **Ctrl+Y**. Expand the dropdown list to select multiple actions to redo.

3.10.6.3 Undo

To **Undo** the last changes, click on  button from the toolbar. Shortcut key for undo is **Ctrl+Z**. This includes but is not limited to inserting tables, moving images and formatting text. Expand the dropdown list to select multiple actions to undo.

3.10.6.4 Show / Hide Border

To **Show / Hide** borders of all tables within the editor, click on  button from the toolbar.

3.10.6.5 Repeat Last Command

To **Repeat Last Command** performed, click on  button from the toolbar.

3.10.6.6 Select Module

To add used **Module**, select module from  dropdown list.

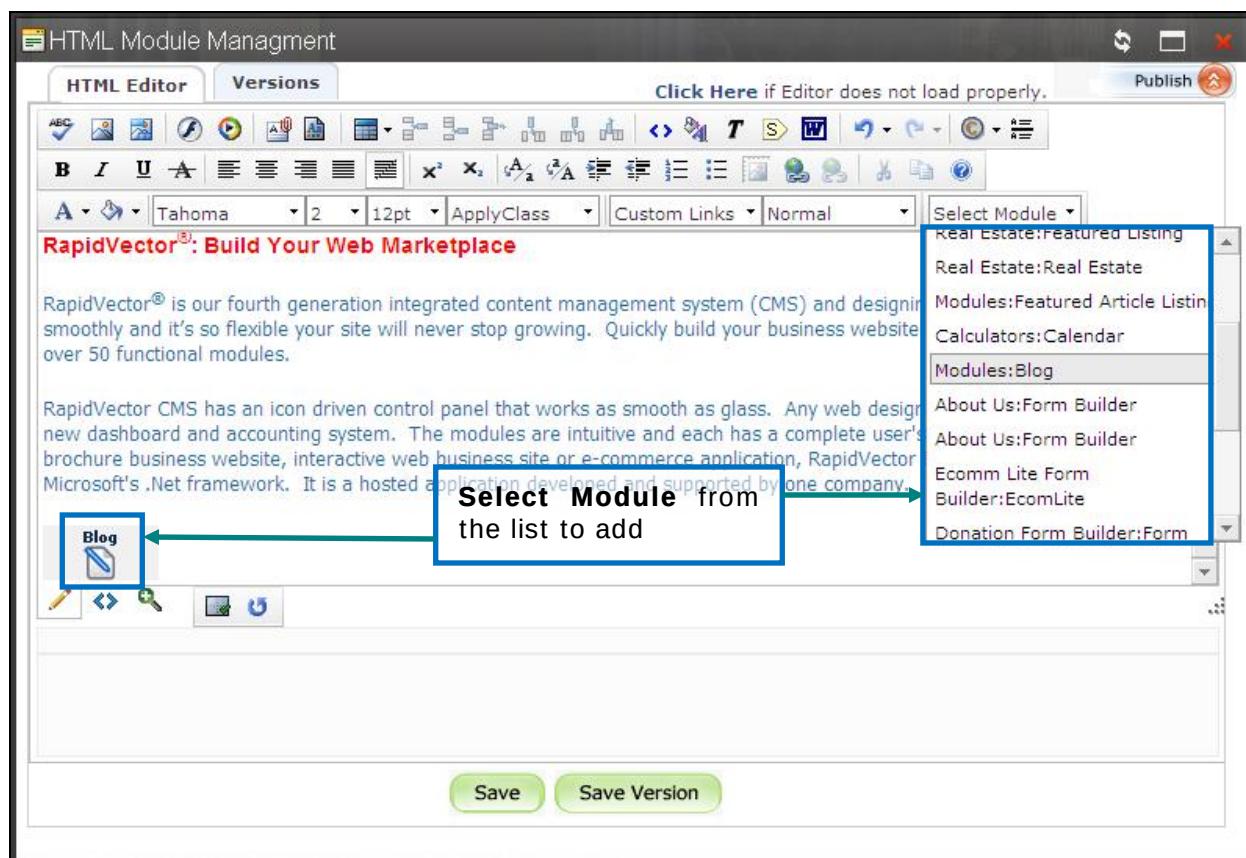


Figure 43 – Select Module

3.10.7 Other Keyboard Shortcuts

Some of the general keyboard shortcuts valid for Microsoft Windows and Internet Explorer will work in the HTML editor as well.

- **Ctrl+A:** Selects the whole content of the editor (text, images, tables, etc.)
- **Ctrl+W:** Closes the active window
- **Alt+F4:** Closes the active application.

3.11 Versions

Click on **Versions** tab to view all version details on HTML Module. From versions you can view, version name, edited by, date and time of edition. You can restore version from here. Version number will appear as Version 1,2,3 so on. But only last three versions will appear. These versions are very useful while you need to change topics on site. You can create all different topics with different version number so whenever in future you wish to upload one of the old content, then only publish that version.

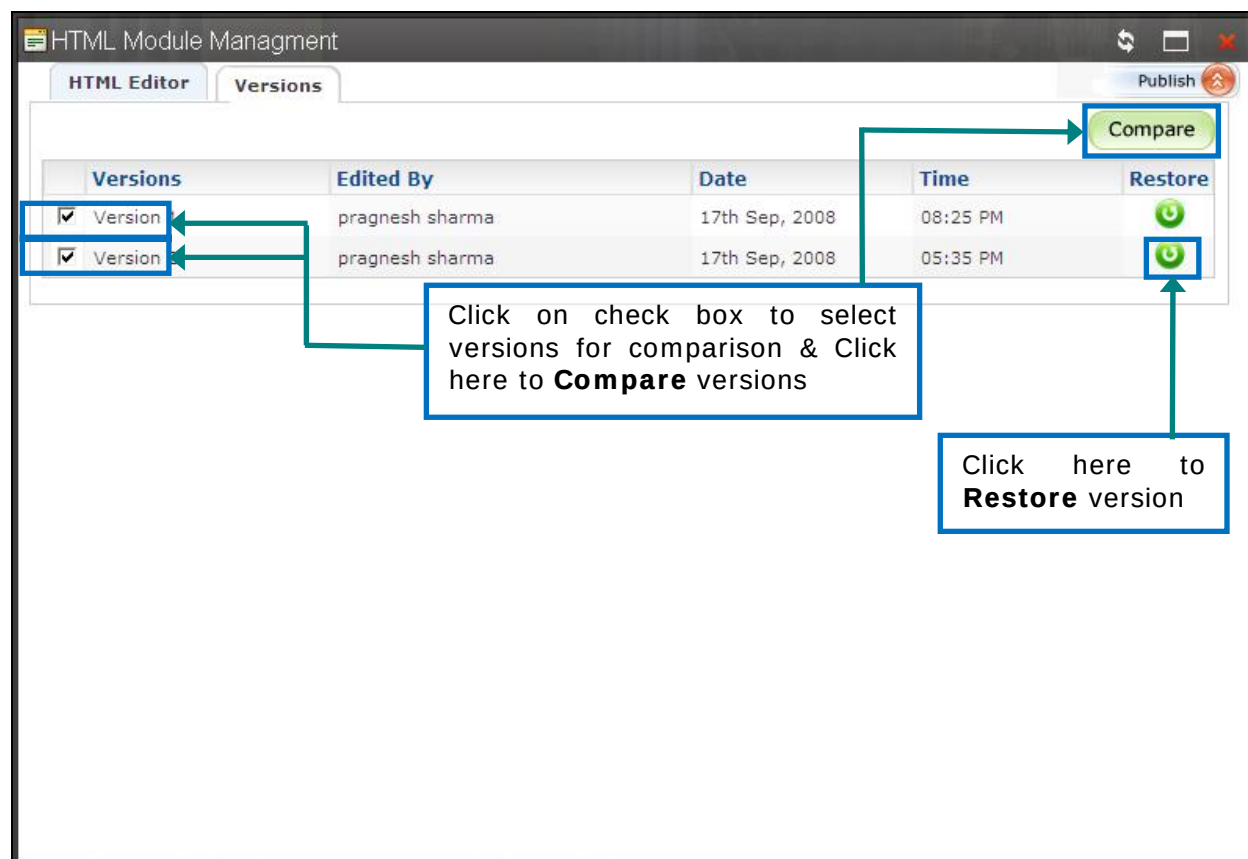


Figure 44 – HTML Version

- Click on **SAVE** button to save the changes with existing version. Text will appear on the site once you publish the version
- Click on **Save Version** button from **HTML Editor** tab to save the updates as a new version
- **'Content saved as a version successfully.'** Message will appear. Click on **OK** button. New version will be added in the list.

3.11.1 Publish Versions

Publish is used to publish the changes of text content. You can publish newly written content on the website or old version text. Once you publish the module it will appear at user side.

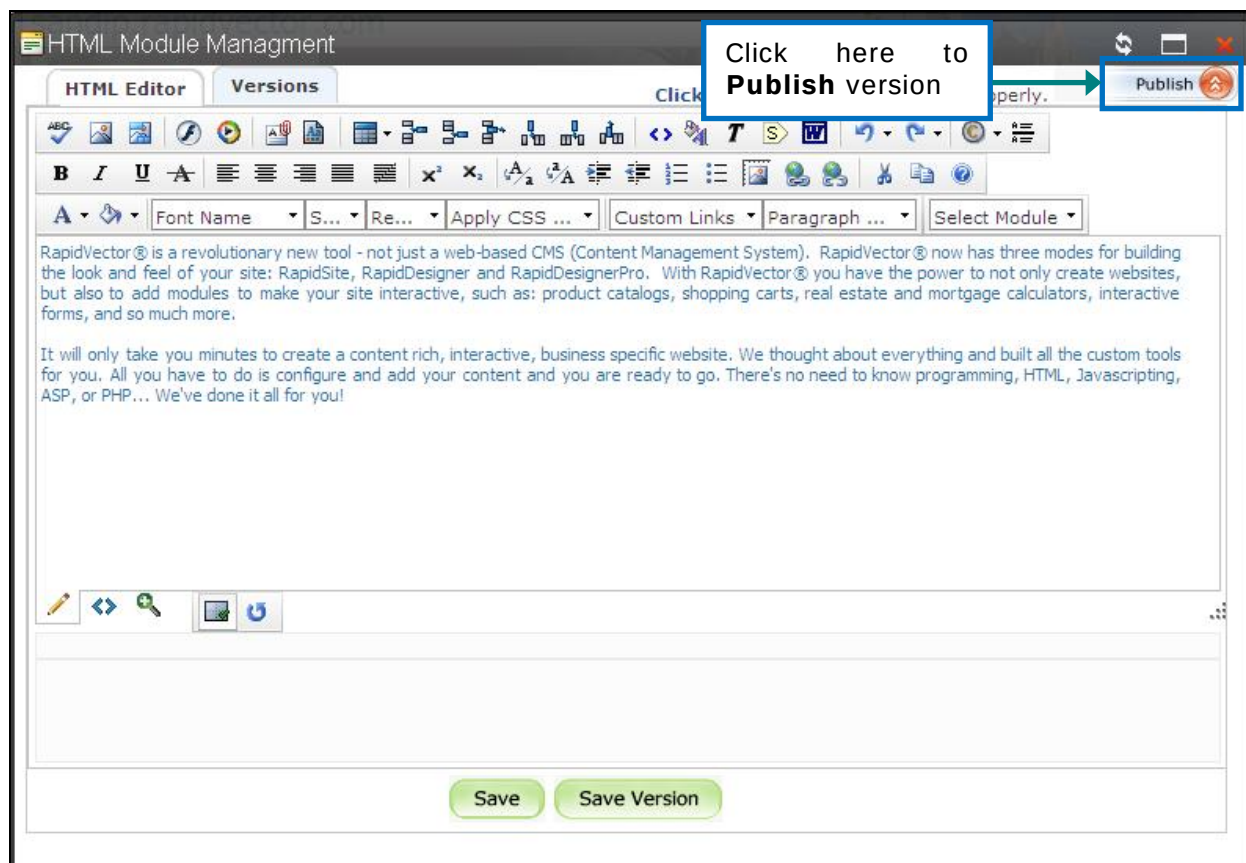


Figure 45 – HTML Version: Publish Version from HTML Editor Tab

- In **HTML Editor** tab make required changes and click on  button from HTML Editor tab. Text content will appear on the site

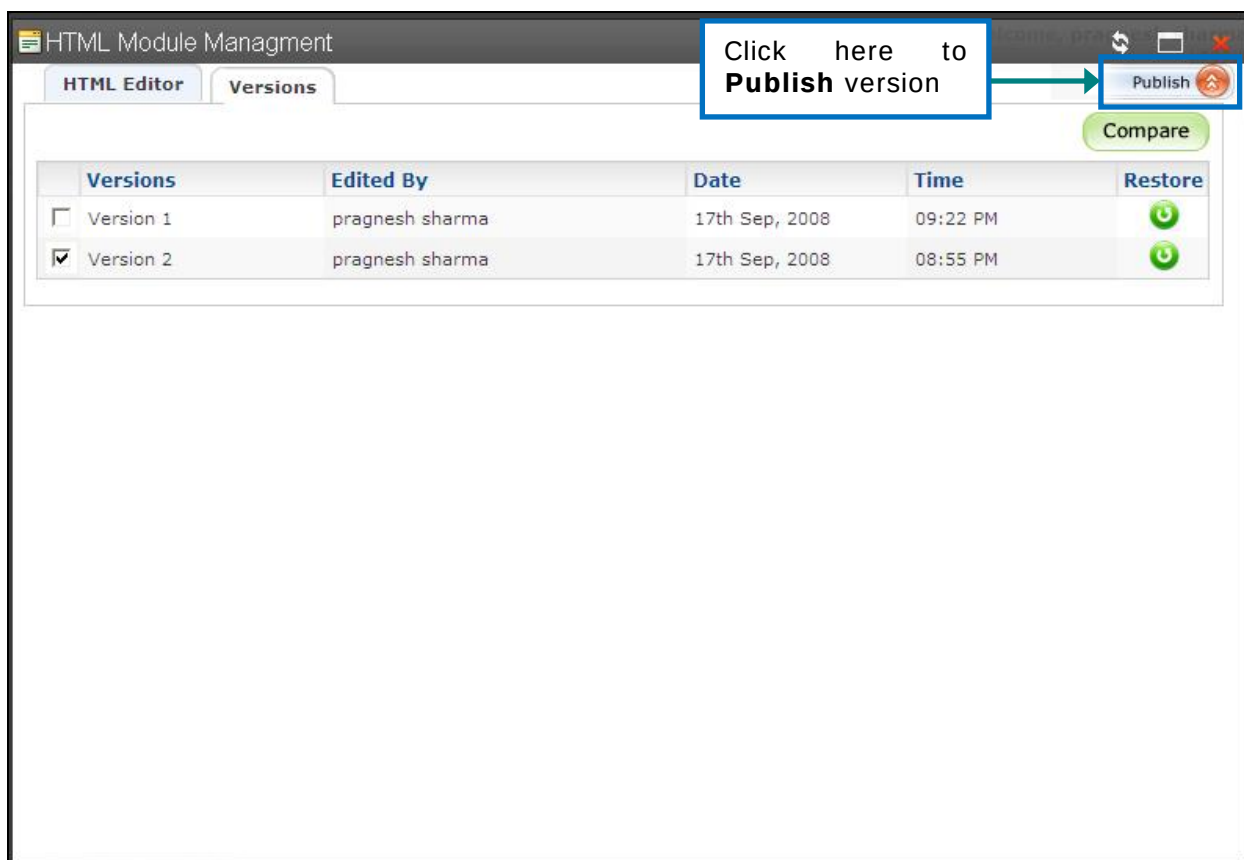


Figure 46 – HTML Version: Publish Version from Versions Tab

- In **Versions** tab click on check box to select version to publish. Click on button from Version tab to publish selected version on the site.

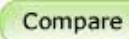
Note:

Content will be published and shown on website only if you have published it from Editor Content screen by clicking on button. If you just save the changes and publish it, it will treat it as new version.

3.11.2 Restore Versions

- Click on button to restore selected version
- **'Are you sure you want to restore this version?'** Message will appear for confirmation
- Click on **OK** button to restore the version otherwise click on **Cancel** button
- **'Version restored successfully.'** Message will appear click on **OK** button. Selected version will appear in HTML Editor. Version numbers will be updated.

3.11.3 Compare Versions

Click on check box for version numbers to compare two versions. Click on  button. **Comparison of Versions** screen will open with all details of two selected versions.

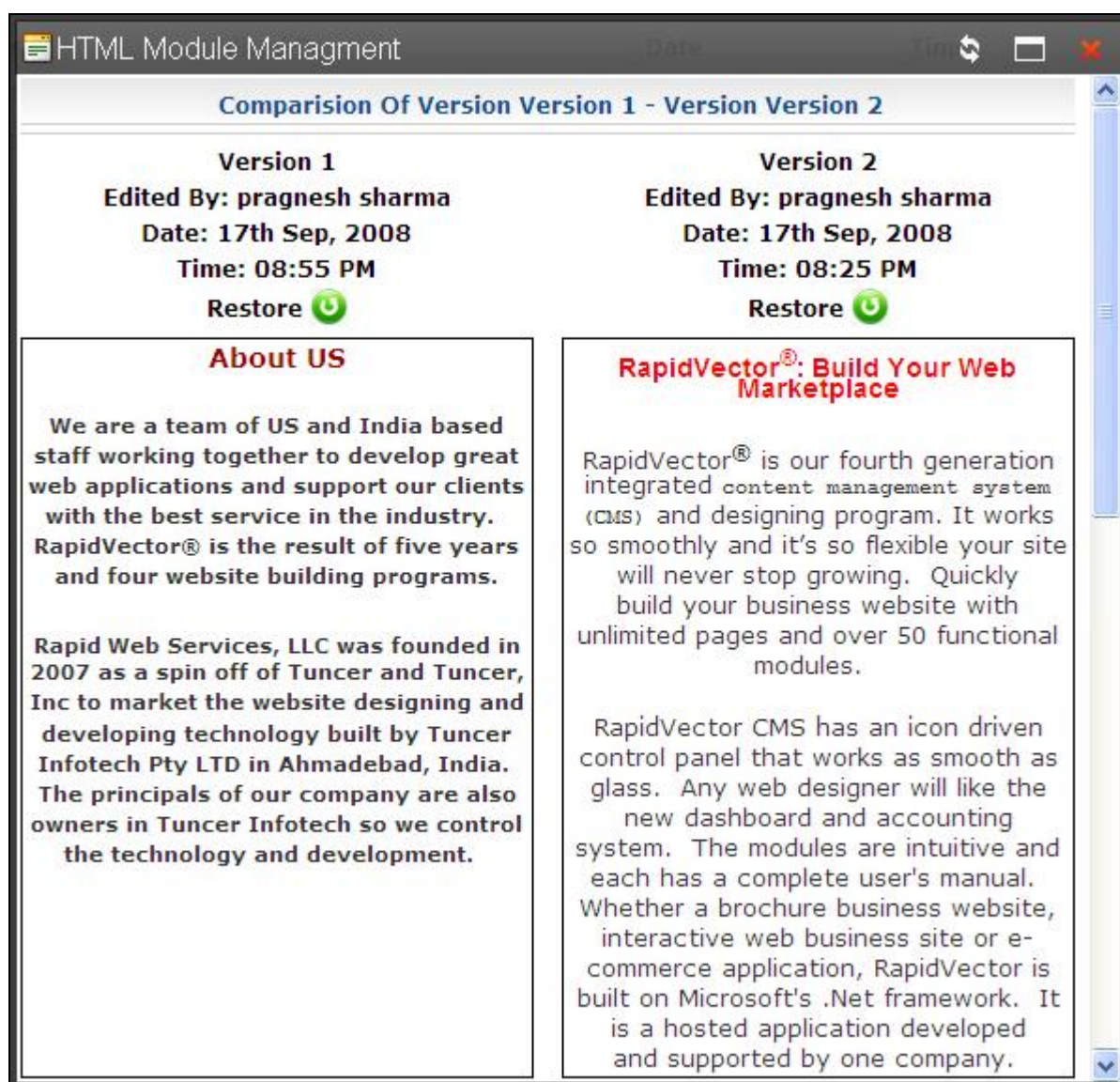


Figure 47 – HTML Version

4 User Interface

This chapter describes the **HTML Module – User Interface** from the perspective of operational and functional use.

Once admin has added any content from the admin side, after publishing module it will appear user end. Users can view text content added by admin.



Figure 48 – HTML Editor: User Interface